GCNYC
Glasgow Caledonian
New York College

College Catalog

2020/21

2020/2021 V2

The content of this catalog is accurate as of February 5, 2021. It is subject to change.

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Version Control

Version	Release Date	Changes
2020/2021 V1	August 26th, 2020	2020/2021 First Version
2020/2021 V2	February 5th, 2021	Addition of Financial Aid section, computer use policy and intellectual property policy. Significant revisions to Ac. Calendar, SAP Policy and program titles.

Welcome from the President

Glasgow Caledonian New York College (GCNYC) was founded by Scotland's Glasgow Caledonian University (GCU) which was established in 1875. GCNYC is situated in SoHo in the borough of Manhattan, in close proximity to the heart of New York's globally recognized financial and fashion industries. Our GCNYC campus was launched in September 2013 by then University's Chancellor, Nobel Laureate, Presidential Freedom Medal and Congressional Gold Medal Winner, Professor Muhammad Yunus. In June 2017, the New York State Education Department granted Glasgow Caledonian New York College a Charter degree awarding authority. While GCNYC is an independent graduate college, it is strongly linked with GCU in the UK and GCU's partnership colleges, including the African Leadership College in Mauritius, the National University of Science and Technology of Oman and the Grameen Caledonian College of Nursing in Bangladesh.

GCNYC provides students with a relevant, diverse and enriching experience underpinned by a vibrant international, intellectual and cultural life, and a strong commitment to the common good. The campus attracts students from a wide range of backgrounds and from all over the world, and we pride ourselves in providing a friendly, supportive, modern and effective values-led learning environment for our students.

GCU was keen to invest in establishing a base in New York City because of the significant opportunities for intellectual, professional, cultural and business-related development that being in one of the most dynamic cities in the world would bring to our goal to provide education for the common good.

Many businesses now determined to engage with the sustainability agenda are strengthening their approach to risk management, enhancing their commitment to ethical practices and championing responsible leadership and management. Consequently, there is increasing interest for new types of educational programs, from both industry and prospective students that are committed to the betterment of society at large and developing effective business models. As a signatory to both the United Nations Principles for Responsible Business Management Education and Global Compact, GCNYC creates and delivers innovative programs, partnering with industry practitioners to produce meaningful social improvement. This is a compelling, fresh, relevant and successful approach.

GCNYC is committed to providing a rewarding higher education opportunity and experience to applicants with the potential to benefit from, and contribute to our mission and values, and in doing so have a positive social impact in the city of New York and beyond.

Professor Pamela Gillies CBE FRSE

General College Information

Introduction

Glasgow Caledonian New York College (GCNYC) was founded by Glasgow Caledonian University (GCU), a vibrant, innovative and multi award-winning University for the Common Good. GCU traces its roots to its science college in Glasgow which was established in 1875.

At GCNYC we strive to offer business-solution driven, research-based degrees with a hands-on, practical approach to programming that transcends the traditional practices of higher education. Our mission *For the Common Good* drives the entire community and is exemplified by the staff and student body across all academic schools and departments.

The programs offered at GCNYC include an MS in Sustainable Fashion, an MS in Business for Social Impact and Sustainability, and an MS in Risk, Resilience and Integrity Management. Each degree centers around profitable sustainability and operationalizing systemic change at scale.

Our Chancellor, Annie Lennox is a royal Academician, singer-songwriter, and highly-respected social activist and philanthropist. She inspires our educational philosophy to transform the lives of our students and enrich communities *For the Common Good.*

Our Chancellor Emeritus, Nobel Laureate Professor Muhammad Yunus is a pioneer in microfinance, one of only seven in the world who has received prestigious recognitions including Nobel Peace Prize, Presidential Medal of Freedom, and Congressional Gold Medal.

GCU is a signatory to the United Nations PRME initiative (Principles for Responsible Management Education) and is one of only 27 global institutions that make up the PRME Champions group. We are the first Scottish university to join the UN Global Compact, the world's largest voluntary corporate responsible management initiative. The University has also been designated a Changemaker Campus by AshokaU, for its efforts promoting and facilitating global social change and responsible business.

Mission

As New York City's College for the Common Good, GCNYC educates graduate students to be successful, compassionate leaders in sustainability and social impact. Guided by knowledgeable and experienced faculty, students learn to re-imagine business within the context of the United Nations Sustainable Development Goals, balancing profitability with the well-being of communities and the planet.

In fulfillment of this mission, GCNYC is committed to:

- Providing a diverse, equitable, and inclusive college community that empowers, celebrates, and honors people of all backgrounds.
- Delivering an interdisciplinary curriculum with a global perspective taught in an intimate and interactive environment.
- Attracting and sustaining faculty who are committed to excellence, leadership, equity and service.

- Enriching lives and creating opportunities in New York City and beyond by forming a community of scholars, professionals, and strategic partners who drive change.
- Supporting applied research to drive innovation and develop practical, actionable solutions in an increasingly complex and interconnected world.

Vision
GCNYC will be a premier, unique institution, serving the Common Good through education and research in profitability and sustainability for social benefit.

Values
Our students, faculty, partners, staff and alumni are a learning community, who are mindful of the wider global context, with core values of:

- Integrity
- Responsibility
- Creativity
- Compassion

Identity
GCNYC is an independent, not-for-profit higher educational institution committed to the Common Good chartered in New York State, based in New York City, offering business-related, post-graduate programs grounded in sustainability.

Charter Status
In June 2017, GCNYC gained its provisional charter and degree awarding authority from the New York State Board of Regents.

Accreditations and Certifications
Glasgow Caledonian New York College (GCNYC) is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). GCNYC's candidacy status was approved by the Commission at its meeting of June 21, 2018. Our next evaluation visit will be in Academic Year 2020/2021.

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Candidate for Accreditation is a status with the Commission that indicates that an institution has achieved membership and is progressing toward, but is not assured of, accreditation.

GCNYC has SEVP certification to issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status," to prospective international students after admitting them for a program of study and to enroll these international students after they enter the United States on an F student visa.

GCNYC has a program participation agreement with the United States Department of Education to offer students Title IV funding.

The Campus
The campus for Glasgow Caledonian New York College is located at 64 Wooster Street, in NYC's historic SoHo Neighborhood. The facility includes offices, classrooms, student study areas and event space.

The Catalog

1. Academic Calendar

1.1. Glasgow Caledonian New York College: Academic Calendar 2020/21

Trimester A (Fall)	Start		End
Registration	Mon Aug 3 2020	-	Fri Aug 7 2020
Late Registration	Mon Aug 10 2020	-	Fri Sep 11 2020
New International Student Orientation	Wed Sep 02 2020		
New Student Induction	Wed Sep 02 2020		
Returning Student Induction	Thu Sep 03 2020		
Labor Day - Campus Closed	Mon Sep 7 2020		
First Day of Classes	Tues Sep 8 2020		
Tri A (Fall) - Classes	Tues Sep 8 2020	-	Thu Dec 3 2020
Thanksgiving - Campus Closed	Tue Nov 24 2020	-	Fri Nov 27 2020
Last Day of Classes	Thu Dec 3 2020		
Publication of Grades to Students	Wed Dec 9 2020		
Thesis Town Hall	Fri Dec 11 2020		
Commencement Exercises	Sat Dec 12 2020		
Christmas Break - Campus Closed	Thu Dec 24 2020	-	Fri, Jan 1st 2020

Trimester B (Winter)	Start		End
Registration	Tue Nov 16 2020	-	Fri Dec 18 2020
Late Registration	Mon Jan 4 2021	-	Fri Jan 22 2021
Returning Students - Induction	Wed Jan 13 2021		
New International Student Orientation	Thu Jan 14 2021		
New Student Induction	Thu Jan 14 2021		
First Day of Classes	Tue Jan 19 2021		
Tri B (Winter) - Classes	Tue Jan 19 2021	-	Mon Apr 12 2021
Martin Luther King Jr. Day - Campus Closed	Mon Jan 18 2021		
Presidents Day - Offices Closed	Mon Feb 15 2021		
Last Day of Classes	Mon Apr 12 2021		
Thesis Town Hall	Thu Apr 15 2021		
Publication of Grades to Students	Mon Apr 19 2021		

Trimester C (Spring)	Start		End
Registration	Mon Mar 8 2021	-	Fri Apr 09 2021
Late Registration	Mon Apr 12 2021	-	Fri Apr 30 2021
Returning Student Induction	Thu Apr 22 2021		
New Student Induction	Fri Apr 23 2021		
First Day of Classes	Mon, Apr 26 2021		
Tri C Spring Classes	Mon Apr 26 2021	-	Thu Jul 22 2021
Memorial Day - Campus Closed 2 days	Fri May 28 2021	-	Mon May 31 2021
Independence Day- Campus Closed	Fri Jul 2 2021	-	Mon Jul 5 2021
Last Day of Classes	Thu Jul 22 2021		
Thesis Town Hall	Fri Jul 23 2021		
Commencement Exercises	Sat Jul 24 2021		
Publication of Grades to Students	Wed Jul 28 2021		

PLEASE NOTE: ***There are Saturday classes each trimester; consult your course syllabubs for specific dates and times.***

2. Admissions

2.1. GCNYC Postgraduate Programs

2.1.1. The GCNYC Postgraduate programs listed below are offered to suitably qualified applicants. The language of instruction is English.

i. Master of Science in Business for Social Impact and Sustainability
ii. Master of Science in Sustainable Fashion
iii. Master of Science in Risk, Resilience and Integrity Management

2.1.2. GCNYC offers clear advice and guidance to all applicants to enable them to make informed choices, and to apply to programs appropriate to their interests, academic qualifications, prior learning, and potential.

2.2. Non-matriculated students

2.2.1. Students may take individual courses as non-matriculated students on a space available basis. Non-matriculated students must provide transcripts and appropriate documents reflecting their qualifications for post-graduate study.

2.3. Master of Science Degree Admission Requirements

2.3.1. The Admissions Team at Glasgow Caledonian New York College holistically reviews all applications. The following criteria will help you understand our admissions process and the types of information you are required to submit.

i. **U.S. Bachelor's Degree or International Equivalent:** All three master's programs require a four-year bachelor's degree with a minimum 3.0 GPA or equivalent. If your degree is from an institution outside the United States, the Admissions Team requires you to submit translated and evaluated post-secondary credentials. GCNYC recommends utilizing World Education Services, Inc. (WES), a third-party verification agency for a course-by-course evaluation for admission consideration. Other evaluation services will also be accepted for review. The Admissions Team will use the evaluation provided to determine if the degree is the equivalent of a four-year bachelor's degree.

ii. **English Language Proficiency:** All three master's programs require a solid grasp of the English language, both written and spoken. Applicants who did not complete a degree at an institution where the medium of instruction is English are required to submit IELTS or equivalent scores for the Admissions Team to review.

Minimum score requirements:

- IELTS: 6.5 (no single element below 5.5)
- TOEFL: 85 (school code: C614)
- PTE: 59 (school code: 67L)
- Duolingo: 95 – 100

The Admissions Team accepts test scores taken within the past two years. If scores are older, the test must be retaken.

iii. **Understand the Importance of GCNYC's Core Values:** Glasgow Caledonian New York College's students, faculty, staff, partners and alumni are a learning community, who are mindful of the wider global context, with core values of integrity, responsibility, creativity, and confidence.

iv. **Embody the Common Good Mission:** Glasgow Caledonian New York College's Common Good mission is to work with others, contributing to the achievement of the UN Sustainable Development Goals (SDGs) through problem solving and systems thinking, with specific emphasis on profitability and sustainability.

2.4. Transfer and Recognition of Prior Learning (RPL)

2.4.1. GCNYC recognizes that many students have knowledge and skills that have been acquired from a wide range of prior learning experiences, both formal and informal. See Section 3 – 'Transfer and Recognition of Prior Learning' for further details.

2.5. Application Fee

2.5.1. An application fee of $50 (USD) will be charged to all GCNYC applicants, which must be paid prior to an offer of admission. Various methods of payment are permitted with an online payment being the preferred method. See the Fees and Refunds section for further details.

2.6. Application Requirements

2.6.1. Applicants to GCNYC will use the online form, which can be found at https://www.gcnyc.com/admissions-and-aid/applying-to-gcnyc/.

2.6.2. Please collect all the relevant application materials below before beginning the online application. To be considered for admission to GCNYC, students must submit the following:

i. **Online Application:** Click the link above to start the application process. Note that there is a $50 nonrefundable application fee (payment via credit card only).
ii. **Résumé:** Submit an up-to-date résumé or curricular vitae for the Admissions Team to review.
iii. **Post-Secondary Institution Transcripts:** Glasgow Caledonian New York College requires all post-secondary school transcripts for admission. Unofficial transcripts are allowed for application review, but official transcripts must be submitted upon admittance into a master's program. If your degree is from an institution outside the United States, the Admissions Team requires you to submit translated and evaluated post-secondary credentials. GCNYC recommends utilizing World Education Services, Inc. (WES), a third-party verification agency for a course-by-course evaluation for admission consideration. Other evaluation services will also be accepted for review. The Admissions Team will use the evaluation provided to determine if the degree is the equivalent of a four-year bachelor's degree. Official, translated and evaluated transcripts must be sent via courier or brought in person upon arrival to the College.
iv. **Statement of Purpose:** A 500 to 750-word statement focusing on:
    - Your reasons for applying to the program and your interest in GCNYC's Common Good mission.

- The specific skills and attributes you will bring to the program.
- How you believe the program will impact your future career goals and plans.

v. **Supplemental Essay:** A 250-word statement focusing on:
   - An area of interest you would like to further explore within the social impact and sustainability field. This may morph into a potential avenue for your master's thesis.

vi. **Two Letters of Recommendation:** The Admissions Team requires two letters of reference from current or former supervisors or by faculty members with whom you have studied, who can assess your academic work, intellectual ability, academic potential for graduate work, address your suitability for a master's program and your passion for the Common Good.

2.7. Application Deadlines

2.7.1. The Admissions Team encourages all prospective students to submit their application as early as possible to ensure a timely review process before each program reaches capacity. International students are strongly encouraged to submit their applications by the Early Action deadline to ensure ample time for the visa process and to secure accommodations.

2.7.2. Application decisions are delivered electronically through the application portal on a rolling basis, roughly one week after an application is submitted with all materials.

2.7.3. Please refer to the Admissions page at gcnyc.com for the current deadlines.

2.8. Admissions Decisions

2.8.1. GCNYC will make one of three decisions on applications:

i. **ACCEPTED:** The student has met all requirements for admission and is granted a place in the program they applied for.
ii. **NON-MATRICULATED:** One of two conditions triggers this status, either: (a) the student applied for non-matriculated status, or (b) the student does not meet all criteria for admission, but GCNYC will allow them to register as a non-matriculated student. The student can reapply at a later date and use their grades in their courses as a non-matriculated student as evidence of potential success in postgraduate study.
iii. **DENIED:** The applicant does not meet the criteria to be granted matriculated or non-matriculated standing.

2.8.2. Admissions decisions will be communicated to all applicants in an appropriate and timely manner.

2.9. Deferral of Enrollment

2.9.1. Prospective students may apply to defer their entry for up to one academic year, either at the point of initial application or by changing year of entry after securing admission. In the latter case, tuition fees and deposits paid to the College prior to deferral will be retained and carried over to the new entry trimester.

2.10. International Students

2.10.1. GCNYC accepts and sponsors international students into the master's programs and is able to sponsor F1 student visas.

2.10.2. In addition to the standard application requirements, the Admissions Team requires a video interview with international student applicants once all application materials are complete and thoroughly reviews. A member of the Admissions Team will reach out with more information.

2.10.3. If applicable, International Student Applicants may also be asked to submit English Language Proficiency exam results.

2.10.4. Please refer to the International Students page at gcnyc.com for more information including information about the Visa process.

2.11. Student Conduct, Terms and Conditions

2.11.1. By accepting an offer of admission at GCNYC, applicants are expected to be aware of, and adhere to the GCNYC Charter, Statutes, Ordinances and Regulations.

2.11.2. Acceptance to GCNYC does not indicate that a student has also been accepted into a similar program at Glasgow Caledonian University.

2.12. GCNYC Application Policies

2.12.1. Failure to submit complete, accurate, and authentic application documents consistent with admission instructions may result in denial or cancellation of admission to Glasgow Caledonian New York College. Applicants may be required to assist the Admissions Team in the verification of all documents submitted as part of the application review process.

2.12.2. All admissions decisions are final. The Admissions Team reviews each application holistically and thoroughly.

2.12.3. Glasgow Caledonian New York College does not discriminate on the basis of race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, veteran or marital status in its education programs or activities, including admissions.

2.13. Fraudulent Applications

2.13.1. GCNYC will not admit applicants if information included in the application is considered to be fraudulent. If an applicant is suspected of providing fraudulent or plagiarized information or documentation, a decision will not be made until an investigation is carried out by the GCNYC Admissions Team.

2.13.2. GCNYC reserves the right to withdraw an application at any point of the application process, if any part is found to be falsified. The College may also terminate a student's registration if the student is found at a later stage to have submitted a fraudulent application.

2.14. Cancellation/Change of Program

2.14.1. The College reserves the right to change or cancel courses in the event of low enrollment. Applicants should note that the College has the right to withdraw an offer of admission after

it has been made due to circumstances beyond its control. GCNYC will communicate any such changes to the applicants as soon as possible. Alternative choices will be offered where possible.

2.15. Data Protection

2.15.1. GCNYC processes personal information under the auspices of the US Family Educational Rights and Privacy Act (FERPA). Under this legislation, students have the right to:

i. Inspect and review their educational records
ii. Seek to amend any records that they believe to be inaccurate or misleading
iii. Demand that personally identifiable information be disclosed only with their consent, except to the extent that FERPA authorizes disclosure without consent
iv. File a complaint against the institution

2.15.2. See the 'Family, Educational Rights and Privacy Act (FERPA)' section for further details.

3. Transfer Credit (TC) and Recognition of Prior Learning (RPL)

3.1. GCNYC recognizes that some students join GCNYC already having earned some graduate-level credit at other accredited colleges, and we want to recognize the work you have done. Students may apply for two types of previously achieved learning outcomes that can apply to your studies at GCNYC: Transfer Credit (TC) and Recognition of Prior Learning (RPL).

Transfer Credit results in the acceptance of academic credits awarded by another accredited College; award of credits has to be evidenced by student's academic transcript from another College.

Whereas Transfer Credit is based on a review of academic transcript, Recognition of Prior Learning is an assessment process that involves an evaluation of the student's knowledge in a subject area that he or she is seeking an award of credit for. Thus, TC and RPL are validated differently.

The benefits of TC and RPL are a significant reduction of tuition costs and time to degree completion. Students can achieve up to 16 credits via either, or a combination of both, methods.

3.2. How do I make a Transfer Credit claim?

3.2.1. Students enrolling in one of our postgraduate programs, who have successfully completed postgraduate credit in a comparable course at an accredited US university, may apply for Transfer Credit. The course must be comparable to the GCNYC course (in scope, length, and rigor); have been completed within the last five years; and the student must have received a "B" or higher in the course.

3.2.2. The student should complete a GCNYC Transfer Request Form and attach an official transcript and course syllabus. GCNYC staff and faculty will review the documents to determine that all learning outcomes for the course for which the student requests transfer credit have been met.

3.3. What is the cost of a Transfer Credit claim?

3.3.1. There is no cost for a transfer credit claim.

3.4. Recognition of Prior Learning (RPL)

3.4.1. RPL allows for informal learning and prior experience students may have achieved before starting their degree at GCNYC to be demonstrated for earning of academic credit.

3.4.2. *Informal Learning* is defined as knowledge and skills gained through personal and professional experiences, as well as through non-formal (non-certificated) learning and training activities or programs.

3.4.3. Informal Learning will be evaluated in accordance with the GCNYC Recognition of Prior Learning Policy (RPL). Students who are interested in applying for RPL and who have been awarded an unconditional offer of admission, will be invited to attend a free, non-credit course on structural knowledge management and RPL process.

3.4.4. In addition to enabling the student in gaining credit within a program of study, RPL can help the student design and implement a plan for personal and/or professional development by identifying the skills and knowledge the student has already acquired and the ways in which these skills and knowledge can be developed even further.

3.5. How do you make an RPL claim?

3.5.1. Students become eligible for the RPL process at GCNYC once they receive an unconditional offer. Students who have been awarded an unconditional offer of admission will be invited to attend a free, non-credit course.

3.5.2. After completion of the non-credit course, students who decide to challenge one of the GCNYC courses for credit, will complete questionnaires for self-assessment. These questionnaires are faculty-developed and are based on course learning outcomes. The student may then choose to not pursue RPL or can take the next step by requesting an Academic Consultation.

3.5.3. In the Academic Consultation, a faculty member and the student will review the self-assessment and discuss the student's prior learning so the student can make an informed decision about whether or not to apply for RPL.

3.5.4. Students who decide to pursue the RPL process must agree to and sign "The RPL Terms and Conditions," showing their understanding of the process and their acceptance of the College's policies.

3.5.5. Students then prepare and submit the appropriate documentation for the courses they have chosen to pursue via RPL.

3.5.6. The Assessor (a faculty member, but not the same one who did the Academic Consultation) reviews the documentation and conducts an in-person interview with the student to validate the documented learning.

3.6. What is the cost of RPL?

3.6.1. There is no fee for the workshop and initial consultation.

3.6.2. If students decide to submit their documentation, they pay a review fee of $500 per course.

3.6.3. If the Assessor recommends the awarding of credit for the course, the student then pays a transcription fee of $500 per course.

3.7. How long will it take?

3.7.1. Our intent is that if you attend the workshop prior to your first trimester, we will be able to have your RPL credits determined prior to the start of classes for that trimester.

3.8. How will this affect my GPA?

3.8.1. Your transcript will reflect that you have earned credit for the course, but it will not record a letter grade or numerical mark. As a result, it will not be calculated as part of your GPA, as your

GPA only includes those courses which you have formally taken in a classroom. Additionally, Transfer Credit and RPL are not a consideration when calculating satisfactory academic progress.

3.8 Will this credit transfer to other institutions?

3.8.1 If the student wishes to transfer to another college/university, the student will need to inquire with a college/university of interest whether or not they will accept the credit.

4. College Financial Assistance

4.1. Scholarships

4.1.1. At GCNYC we believe that a college education is an investment for a brighter future. Our institutional commitment to furthering our mission *For the Common Good* and our equally strong desire to build a diverse academic community made up of passionate students—regardless of financial circumstances—means that GCNYC makes every reasonable attempt to help qualified students.

In this spirit we are proud to offer merit-based scholarships. The Admissions Team can help determine if you are eligible for these. More information can be found in the admissions section of the website at https://www.gcnyc.com/admissions-and-aid/tuition-and-financial-aid/.

4.1.2. Title IV Funds (Federal Aid) More information can be found in the admissions section of the website at https://www.gcnyc.com/admissions-and-aid/tuition-and-financial-aid/.

4.2. Private Credit Based Loans

4.2.1. Private student loan programs offered by banks and other lenders are not federal financial aid loans; instead, a student borrows directly from and makes payments to the lender. Since they are not federal student loans, the terms are different from the Federal Direct Loan Program. Students should obtain their own personal financial advice when considering finance options.

4.3. Veterans Benefits

4.3.1. At this time, students are not currently eligible to apply Veteran's Benefits to GCNYC tuition.

5. Financial Aid

5.1. Intro

5.1.1. Glasgow Caledonian New York College (GCNYC) understands financing a graduate degree is a major investment for any given student. Many GCNYC students utilize different combinations of personal savings, scholarships, loans, outside grants, sponsors, or employer tuition benefits to cover the cost of attendance. The Admissions Team is happy to help each and every student explore their options. As the College for the Common Good, GCNYC wants to ensure finances are not a barrier to pursue your academic aspirations.

5.2. Tuition

5.2.1. Glasgow Caledonian New York College's tuition rate for the 2020-2021 academic year is $991.38 per credit. The full cost of tuition for each 36-credit master's program is $35,690*.

*Please note that GCNYC does not assess any additional college fees

More information can be found in the Fees and Refund Policy section of this Catalog.

5.3. Financial Aid Overview

5.3.1. Students at GCNYC are eligible to apply for only the federal Direct Unsubsidized and Grad PLUS loans.

5.3.2. **Direct Unsubsidized Loan**

A federal Direct Unsubsidized Loan is not based on the student's financial need, but students must also meet specific eligibility requirements. Interest is charged throughout the life of the loan. The borrower may choose to pay the interest charged on the loan or allow the interest to be capitalized (added to the loan principal). Direct Unsubsidized Loan is not based on credit history.
The annual loan limit is $20,500.

5.3.3. **Grad PLUS Loan**

The federal Grad PLUS loan is not based on the student's financial need, but students must also meet specific eligibility requirements. The annual limit is equal to the student's cost of attendance, minus any other financial aid the student is receiving. Applicants are required to pass a credit check. PLUS loans carry a fixed rate and an origination fee. Certain borrowers may also be required to complete a federal PLUS loan counseling before the loan is originated and disbursed.

Before you can receive a Grad PLUS Loan, you must complete a Direct PLUS Loan Master Promissory Note (MPN), which explains all the terms and conditions of the loan and constitute your legally binding agreement to repay all the Grad PLUS Loan you receive. Someone with an adverse credit history can qualify for a Grad PLUS Loan by securing an endorser.

5.3.4. Aggregate Loan Limits

LIFETIME FEDERAL DIRECT LOAN LIMITS	
SUBSIDIZED LIFETIME LIMIT	TOTAL LIFETIME
$65,500	$138,500

5.3.5. Period of Enrollment

The period of enrollment for which a direct loan is intended must coincide with an academic period established by the College for which institutional charges are generally accessed. Therefore, the period of enrollment for GCNYC is fall, winter and spring trimesters.

5.3.6. Scholarships

Scholarships: At GCNYC we believe that a college education is an investment for a brighter future. Our institutional commitment to furthering our mission For the Common Good and our equally strong desire to build a diverse academic community made up of passionate students, regardless of financial circumstances, means that GCNYC makes every reasonable attempt to help qualified students.

In this spirit we are proud to offer merit-based Common Good scholarships, with several specific criteria attached to them. The Admissions team can help determine eligibility.

5.4. Student Eligibility

- FAFSA Completion: The first step in applying for federal student aid is to complete the Free Application for Federal Student Aid (FAFSA).
- Must be admitted to a graduate degree program
- Must be enrolled in at least 8 trimester credit hours for loans
- Must be a US citizen or eligible non-citizen (permanent residents and certain refugees)
- Must be registered for selective service (only applies to males aged 18 or older)
- Must not be in default on a federal student loan, or owe a refund on a federal student aid grant
- Must have a valid social security number
- Student must be meeting the Standards of Academic Progress (SAP) policy

5.5. How to Apply for Federal Aid

- Create your FSA ID
- Complete the FAFSA
- Add GCNYC School Code: 042828
- Complete the Entrance Counseling for Direct Unsubsidized and Grad PLUS Loan Here
- Sign Master Promissory Note for Direct Unsubsidized Loan Here
- Sign Master Promissory Note for Grad PLUS Loan Here

5.6. The Awarding Process

- FAFSA Institutional Student Information Record (ISIR) is received from the federal processor and reviewed for completeness and correctness.
- Student eligibility for federal student aid is evaluated
- Award of Direct Unsubsidized Loan and Grad PLUS Loan is made
- Award information is sent to student via the assigned College e-mail account
- Loan cancellation and Reduction form is attached with the Award Letter

5.7. Entrance and Exit Counseling

5.7.1. What is Entrance Counseling?

If you have not previously received a federal Direct Loan or a Federal Family Education Loan (FFEL), the federal government requires that you complete an entrance counseling to ensure that you understand the responsibilities and obligations that you are assuming.
If you are completing the entrance counseling to borrow a loan as a graduate or professional student, the entrance counseling will fulfill counseling requirements for the Direct Unsubsidized and Grad PLUS Loans.

Click here for Entrance Counseling

5.7.2. What is Exit Counseling?

Exit counseling provides important information to prepare you to repay your federal student loan(s).
If you received a subsidized, unsubsidized or PLUS or Grad PLUS loan under the Direct Loan Program, or the FFEL Program, you must complete the exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave school

Click here for Exit Counseling

5.8. Disbursement of Funds

- Federal Direct loan Unsubsidized and Grad PLUS loans are originated with Common Origination and Disbursement (COD)
- Entrance Counseling completion is verified
- Attendance is verified. Student must be enrolled in at least 8 trimester credit hours, and currently be in attendance when loan funds are credited to the student's account
- Student account is credited after verification of attendance
- Credit balance check is issued to the student within 14 days of the credit balance date
- First time loan recipients may have to wait for 30 days after classes start to receive loan proceeds

5.9. Loan Cancellation and Reduction

5.9.1. A student has the right to cancel all or a portion of the federal Direct Unsubsidized and Grad PLUS loans at any time before the loan is disbursed. Students must notify the College within the 14 days before the loan is applies to your charges and a credit balance check disbursed to you. Complete the Loan Cancellation and Reduction Form and send it to the Financial Aid Office at financialaid@gcnyc.com.

5.10. Satisfactory Academic Progress Policy

5.10.1. Federal Title IV regulations governing the administration of the federal student financial assistance require schools to establish a reasonable satisfactory academic progress (SAP) policy for determining whether an otherwise eligible student is making satisfactory progress in his or her educational program, and may receive assistance under the Title IV, HEA programs.

5.10.2. The satisfactory academic progress policy has three component parts, qualitative (GPA), quantitative (% of completion), and maximum timeframe.

Qualitative: The Cumulative GPA requirement for graduate programs at GCNYC is 3.0.

Quantitative: Students must complete at least 50% of all courses attempted every trimester of enrollment.

Maximum Timeframe: A student cannot receive Title IV, HEA funds at GCNYC if current enrollment may exceed or the student has already exceeded the maximum timeframe of the length of the program of study as defined by the College. The College defines maximum timeframe as 150% of the program, or 54 trimester credit hours. A student exceeding the maximum timeframe has the right to appeal the denial of the federal student aid.

An SAP evaluation for federal Title IV, HEA program purposes will be completed at the end of every spring trimester. Students not meeting the published SAP policy may no longer be eligible to receive the federal student financial assistance unless the student completes the appeals process, and the appeal is approved.

Financial Aid Probation: A student who did not meet the published SAP policy requirements at the end of spring trimester, must file an appeal, and have the appeal approved to continue receiving federal student financial aid assistance. The student is placed on Financial Aid Probation upon approval of his or her appeal. The probation period is for term only. A student may be placed on an Academic Plan as part of the appeal process. Such academic plan must ensure that the student meets the SAP policy in a short amount of time.

Financial Aid Suspension: A student who was placed on Financial Aid Probation as a result of the appeal process, and who did not meet the terms of the approval, and also did not meet the published SAP policy will be placed on Financial Aid Suspension. The student will no longer be eligible to receive the federal student financial assistance at the College. To regain eligibility and reinstatement, the student must pay for own College costs, meet the published SAP requirements, then re-appeal for reinstatement.

Maximum Timeframe: A student who has exceeded the maximum timeframe or will exceed the maximum timeframe with current enrollment will no longer be eligible to receive the federal student financial aid assistance. The student must appeal and state the reason why he or she failed to complete the program by the allowable maximum timeframe period. The appeal must be approved for the student to continue receiving federal student financial assistance.

5.11. Appeal Process: Financial Aid

5.11.1. It is the responsibility of the student to initiate the appeal process after receiving notification from the College that he or she is no longer eligible to receive federal student financial assistance by completing the Appeal Form.

- All course work taken at the College whether a course grade was received or not will be counted as part of the attempted course work, and it will be used in determining the maximum timeframe eligibility used.
- A student whose financial aid has been suspended can appeal that decision by going through the appeal process by completing the appeal form.
- The appeal form must be supported with acceptable documentation showing extraordinary circumstances beyond the student's control as a reason for not meeting the published SAP policy.
- Death, serious injury or the hospitalization of an immediate family member may be an acceptable reason for not meeting the SAP policy
- Loss of job, loss of transportation, found a job after classes start, childcare issues, or lost interest in the course are not acceptable reasons for not meeting the SAP policy.

The appeal must include the following:

1. Why the student failed to meet the published SAP policy.
2. What has changed, and what the student has done to ensure that henceforth, he or she will meet the published SAP policy.

The decision of the Financial Aid Officer is final.

A student whose financial appeal was denied can regain reinstatement by paying for his or her own Colleges costs and meet the published SAP policy. The student must re-appeal and the appeal approved to gain reinstatement.

5.12. Tuition Refund Policy

Please see the Fees and Refund Policy section of this Catalog.

5.13. Return of the Title IV Funds Policy (R2T4)

5.13.1. Federal student financial aid is awarded to a student with the expectation that the student will complete all the courses for the trimester for which financial aid was received. If the student completely withdraws from all the courses, whether officially, or unofficially, before the 60% point of the trimester, the College is required to perform a Return of Title IV Funds calculation to determine what percentage of the financial aid the student received was

earned by the student. A student may have to return a portion of the financial aid received if they were not in attendance up to the 60% point in the trimester.

In line with federal regulations, unearned Title IV funds will be returned to these programs in the following order:

1. Direct Unsubsidized Loan
2. Grad PLUS Loan

Any unearned portion of the previously disbursed federal student aid will be charged back to the student as a debt owed to the College.
Please note that the Return of Title IV Funds is separate from the College's Tuition Refund Policy.

5.14. Official and Unofficial Withdrawal

5.14.1. Official Withdrawal

Students who are considering withdrawing from GCNYC are strongly encouraged to discuss their situation with their Academic Advisor first. Should a student decide to withdraw then they must notify the Student Learning Coordinator and fully complete the withdrawal form (including gaining all necessary signatures) available on the College's website.

5.14.2. Unofficial Withdrawal

If a student begins to attend class(es), receives federal Title IV aid, but then stops to attend "all" the courses they had enrolled in that trimester without officially withdrawing from the College, the US Department of Education considers that to be an Unofficial withdrawal. The student has not unofficially withdrawn from the College if they are still attending at least a class.

Any unearned portion of the previously disbursed federal student aid will be charged back to the student as a debt owed to the College.

Please note that the Return of Title IV Funds is separate from the College's Tuition Refund Policy.

6. Registration, Attendance and Student Records

6.1. Registration

6.1.1. Students are responsible for registering for their courses each trimester and being aware of registration dates (located in the Academic Calendar). Students must complete registration via GCNYC's MURAL site, instructions for registration can be found in the Students section at www.gcnyc.com. For questions, students should contact their Academic Advisor.

6.1.2. Failure to complete registration by the first day of classes will mean that students may not be eligible to take classes for that trimester. Registration after the first week of classes requires the approval of the Vice President & Provost and may require the payment of a $50 late registration fee should the student be allowed to register.

6.1.3. **GCNYC Tuition Refund Schedule**

Please refer to the Fees & Refund Policy section in this Catalog for the Tuition Fee Refunds and Schedule.

6.2. Student Status

6.2.1. At GCNYC, student status is based on the number of credits undertaken each trimester.

i. Full-time status requires a minimum of 12 credits of course work per trimester.
ii. Students who register for less than 12 credits are considered to be part-time.

6.3. Attendance Requirements

Attendance and arriving to class on time are of key pedagogical importance. Successful progress towards a degree depends on the full cooperation of both students and faculty members. Courses at GCNYC utilize lectures and classroom discussions, which means that regular attendance, timely arrival, and active participation are essential and critical parts of the educational process.

6.3.1. On this basis, the College expects students to attend ALL classes, and requires attendance to be taken and recorded in all scheduled course sessions. Mandatory course sessions may take place on or off campus, in classrooms, laboratories and workshops, and at different times of the day or evening, as specified in the course syllabus or other course materials distributed to students.

6.3.2. Notwithstanding the expectation that students will attend all classes for which they are registered, the College understands that circumstances may require an absence. However, as graduate courses are organized in large blocks of time, it is college policy that students who miss more than two classes should withdraw from the course; students who fail to complete the withdrawal form will be given a grade of "X" for lack of attendance. (See 14.7.5)

6.3.3. An absence from a class session does not exempt a student from the completion of all missed academic work, and for covering the material delivered in any missed class session.

6.3.4. Students that are receiving federally funded financial aid should be aware that excessive absences can affect their eligibility.

6.3.5. Faculty are responsible for taking attendance, reporting absences and providing attendance records to the Director of Academic Engagement each trimester.

6.4. Leave of Absence

6.4.1. Students wishing to withdraw temporarily from the College should consult with their Academic Advisor who will assist with the completion of the request form that is submitted to the Office of the Registrar. Normally, a Leave of Absence from study is granted for one trimester but may be extended to a maximum of two trimesters in exceptional circumstances. Students applying for a leave of absence must be in good academic, social, and financial standing. An approved leave of absence provides students with the right to return to the College and register for a future trimester without applying for readmission.

6.4.2. A Leave of Absence must be applied for and approved by the Vice President & Provost in advance of the trimester in which it is to be taken. Students registered for and attending classes are not permitted to apply for a Leave of Absence retrospectively. They must withdraw from any courses in which they are enrolled following College protocol. Students are responsible for being aware of the College's Tuition Refund Schedule (section 10).

6.4.3. Students granted a Leave of Absence for medical reasons may be required to provide documentation from their health-care provider that they are medically fit to resume their studies. Students failing to return from a Leave of Absence within one calendar year must apply for re-admission. If they are re-admitted, they will be governed by the degree requirements in effect at the time of re-admission.

6.5. Auditing

6.5.1. If a student would like to audit a course, the student must contact the Director of Academic Engagement for permission. A student is allowed to audit one course without being charged a fee. If a student chooses to audit additional course, they are charged for audited courses at 50% of the tuition fee.

6.5.2. Courses cannot be audited as a means of satisfying requirements for an incomplete grade or as a means of changing a previous grade.

6.6. Withdrawing from the College

6.6.1. Students who are considering permanently withdrawing from GCNYC are strongly encouraged to discuss their situation with their Academic Advisor first. Should a student decide to withdraw then they must notify the Director of Academic Engagement and fully complete the withdrawal form (including gaining all necessary signatures) available on the College's website. See Section 10 'Fees and Refund Policy' for further questions.

6.7. Re-Admission to the College

6.7.1. Students who have officially withdrawn from the College, or who have been away from the College past the deadline of an approved leave of absence, must apply for re-Admission. Please contact the Director of Recruitment & Admissions and complete the form available on the College's website.

6.7.2. Applications for re-admission must be made at least 60 days before the trimester begins, and additional material may be requested to inform the College's decision to re-admit.

6.7.3. Students dismissed from the College on academic grounds are not normally permitted re-admission. Re-admitted students may register for classes with the assistance of their Academic Advisor at any time after the re-admission is approved and the requirements completed, provided this is after the priority registration period for the trimester of entry.

6.8. Maintaining Up-to-Date Contact Details

6.8.1. Students should inform the College of any change of details such as:

i. name
ii. phone number
iii. personal email
iv. address
v. emergency contact information

Students should contact their Academic Advisor to make such changes.

6.9. Policy on Student Identity Verification

6.9.1. Glasgow Caledonian New York College has a process in place to ensure that the student registering for an online course is the same student who participates in the course or receives course credit, primarily through the use of a secure login and password.

Upon enrollment, all students at GCNYC are provided with a GCU Username for secure access to the College's system. Additional account information includes a Student ID Number, College email, and Username for Blackboard (online course management system for distance education). Students are assigned a password when their account is first established in the Student Record System. The password provided can be changed at any time; however, the password will only be valid for 90 days. All students will need their Student ID Number to be able to change their password. Instructions for password reset can be found at: https://www.gcu.ac.uk/forefront/.

The GCU Helpdesk and the GCNYC Office and Events Manager, are jointly responsible for ensuring compliance with this policy and for ensuring all necessary personnel are informed of any changes in the policy in a timely fashion. Transmission of login information is secured using standard encryption technology. For security purposes, students are required to reset their password every 90 days.

At this time there are no additional fees associated with student verification.

6.9.2. Student Responsibility

At GCNYC, a commitment to excellence, fairness, honesty, and respect within and outside the classroom is essential to maintaining the integrity of our community. The Academic Integrity policy specifically prohibits all forms of cheating, plagiarism and academic dishonesty.

All students are responsible for maintaining the security of usernames and passwords assigned to them. While GCU and GCNYC take every precaution to protect the security and integrity of their network, it is an individual's responsibility to take additional precautions, such as backing up email, contacts, documents, assignments, etc. Users are held responsible for knowledge of the information contained within the most recent GCNYC college catalog. Failure to read and comply with College guidelines will not exempt users from responsibility.

Glasgow Caledonian New York College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA). This protects the privacy of student information. The full policy can be found on the College website at: https://www.gcnyc.com/ferpa/.

6.10. Further Details and Forms

Students can access further information and online forms in the Students section at www.gcnyc.com.

7. Information Services

7.1. Student GCU Account and Email

7.1.1. All students will receive a GCU account username and email address at their first Student Induction. Students may access their account remotely via their Office 365 account.

7.1.2. This username will be used to access email and other College related systems including GCULearn and the GCU Online Library.

7.1.3. The College email system is the official channel of communication between students, their advisors, faculty and College administration. **Students are responsible for checking their email daily for important messages from GCNYC faculty and staff.**

7.1.4. Students must use the College system to communicate with College faculty and staff to ensure that personal messages are safe on the College's secured servers, and that messages sent from non-college email addresses are not filtered out as spam.

7.1.5. **Password Reset:** Go to https://pwreset.gcal.ac.uk and follow the instructions

You will be prompted to enter three pieces of information:

- Date of Birth: this must be entered as DDMMYYYY and there should not be any periods, dashes or slashes included. For example: 30051986
- Student ID Number: this is the ID number that appears on your student ID card. For example: S1234567. If you cannot locate this number, ask your Academic Advisor.
- Personal email address: this is the external email address you used during the admissions process. You must not enter your student email address.
- If you are unable to reset your password with this process, please contact the IT HelpDesk.

7.1.6. **Contacting the IT Helpdesk:**

- Please contact the IT HelpDesk as soon as possible. They are located in Glasgow and will be closed after 1pm EST.
- Email: ithelp@gcu.ac.uk
- To call: Dial 011, then 44, then 0141 273 1234, international call rates may apply.

7.2. GCU Learn

GCU Learn serves as the online platform for all courses. Students are able to access course content, upload course assignments and access GCU Online Library resources. The purpose of this portal is to provide an easily accessible, centralized, and communal source of knowledge and information for the entire GCNYC student body.

7.3. Course Reserves and GCU Online Library

7.3.1. Some course reserves are made available to students as a courtesy by the College and are kept in the Director of Academic Engagement's office during regular business hours.

7.3.2. Students and faculty have access to electronic resources, journals, databases and e-books through the Glasgow Caledonian University (GCU) Library website at http://www.gcu.ac.uk/library. To access these online materials, students and faculty must log into the GCU Library using their GCU credentials.

7.4. Information Services

7.4.1. Information systems are provided for the purpose of learning, teaching, and research. Use of information systems is subject to relevant College policies and conditions, which are designed to maintain the confidentiality, integrity and availability of information.

7.4.2. Use of electronic devices, academic software and the GCNYC network is subject to relevant policies and conditions, which are designed to create and maintain an academic and administrative environment that is productive, ethical, legal, secure, facilitative and effective.

7.4.3. GCU provides IT and IS infrastructure and support to GCNYC. Students and staff must adhere to the IT regulations and policies of GCU, which are available at https://www.gcu.ac.uk/staff/it/itregulationsandpolicies/.

7.4.4. In order to ensure that information systems function in a secure, efficient and effective manner, the College reserves the right to examine any information at its facilities and to monitor use.

7.4.5. For further information on using your personal device, please see the GCNYC BYOD Policy. Available iPads provide terms and conditions of their use at log in.

7.5. IT Policy

GCNYC grants its students and employees the rights and privilege of connecting their personal devices to our network. GCNYC also reserves the right to revoke this privilege if users do not adhere to the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the data regarding the institution, its students and its employees as well as protect our technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

7.5.1. GCNYC students and employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to our network.

7.5.2. Students must also agree to and adhere to the IT Policies of GCU, available at http://www.gcu.ac.uk/student/computerstuff/itregulationspolicies/.

7.5.3. All connectivity will occur through the Eduroam Network, which students can access with their GCU credentials (email and network password).

7.5.4. Acceptable Use

GCNYC defines appropriate use as the use of Information systems for the purpose of learning, teaching research, engagement and administration.

All software and access provided by GCU and GCNYC must be used in accordance with the End User license agreements of those products. Violation of such licensing agreements will lead in termination of access.

Devices may not be used at any time to:

i. Store or transmit illicit materials.
ii. Store or transmit proprietary information belonging to another company.
iii. Harass others.
iv. Conduct other activities which interfere with the College's ability to generate an academic and administrative environment that is productive, ethical, legal, secure, facilitative and effective.
v. In order to ensure that information systems function in a secure, efficient and effective manner, the College reserves the right to examine any information on its facilities and to monitor use.

7.5.5. Devices and Support

i. Connectivity and network issues are supported by the IT Helpdesk located on the Glasgow Caledonian University main campus in Scotland. Issues related to GCU email and log in credentials should be referred to the Director of Academic Engagement at kerri.quinn@gcu.ac.uk or the GCU Helpdesk via email: ithelp@gcu.ac.uk. If a student wishes to contact the Helpdesk by phone from the GCNYC campus infrastructure, dial 1234. When calling from another phone or while off campus, dial 00 44 141 273 1234. Please note that international call and fees will be applied.

ii. Issues relating to personal hardware, laptops, tablets, or phones are the responsibility of the owner of that hardware.

iii. Software issues are the responsibility of the party owning the software license.

7.5.6. Security

i. In order to prevent unauthorized access, all devices accessing the network and its resources must be password protected using the features of the device and a strong password is required to access the GCU and GCNYC network.
ii. Access to GCU and GCNYC data is limited based on user profiles defined by IT and automatically enforced.
iii. GCU and/or GCNYC may remotely remove devices or deny access to the network or services if 1) a device is lost, 2) a student or employee terminates his or her

enrollment or employment, 3) a data or policy breach, a virus or similar threat to the security of the College's data and technology infrastructure is detected.

7.5.7. Risks/Liabilities/Disclaimers

i. While GCU and GCNYC take every precaution to protect the security and integrity of their network, it is an individual's responsibility to take additional precautions, such as backing up email, contacts, documents, assignments, etc.
ii. GCNYC reserves the right to disconnect devices or disable services without notification.
iii. Lost or stolen devices must be reported to GCNYC within 24 hours.
iv. The student is expected to use devices in an ethical manner at all times and adhere to the university's acceptable use policy as outlined above.
v. The student is personally liable for all costs associated with the device.
vi. The student assumes full liability for risks including, but not limited to, the partial or complete loss of university and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

7.6. Computer Use and File Sharing P2P and Copyright Infringement

7.6.1. GCNYC considers the use of peer-to-peer (P2P) file sharing of copyrighted material, including music and videos, to be an inappropriate use of the College IT network. All students must comply with all federal, New York, and other applicable law; all applicable College policies; and all applicable contracts and licenses." This includes copyright laws, including the DMCA. The DMCA (Digital Millennium Copyright Act) makes it illegal to download and/or share unauthorized copyrighted materials, which are usually accessed through file sharing software, commonly known as peer-to-peer (P2P) networking software. The illegal (unauthorized) sharing of copyrighted material exposes the perpetrator to civil, criminal, and GCNYC penalties.

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

7.7. Further Information

7.7.1. Further details, including full regulations in relation to Information Services use, are available on the web https://www.gcu.ac.uk/staff/it/itregulationsandpolicies/.

8. Student Services

8.1. Introduction

GCNYC's Student Services are dedicated to the overall quality of student life at GCNYC for all graduate and visiting students. All Staff at GCNYC are dedicated to ensuring an excellent student experience and to ensure that all students are able to access appropriate student support services as needed.

8.2. Student Bill of Rights

8.2.1. All students have the right to:

i. Make a report to local law enforcement and/or state police.
ii. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
iii. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
iv. Report an incident and participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
v. Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services where available.
vi. Be free from any suggestion that the reporting individual is at fault or should have acted in a different manner to avoid such crimes or violations.
vii. Describe the incident to the appropriate and necessary institution representatives and not be required to unnecessarily repeat a description of the incident.
viii. Be protected from retaliation by the institution, any student, the accused and/or the Respondent, and/or their friends, families and acquaintances within the jurisdiction of the institution.
ix. Have access to at least one level of appeal of after a determination has been made.
x. Be accompanied by an institution representative of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all hearings related to such process.
xi. Exercise civil rights and practices of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

8.3. Dignity at Work and Study Policy

8.3.1. General Principles

i. A positive working and learning environment which supports dignity at work and study is vital to the success of the College. Therefore, we will take a Zero Tolerance approach to any form of unlawful discrimination, including harassment, retaliation, racism, sexism, homophobia, and any other unacceptable behavior. Dignity and respect should underpin our day-to-day behaviors, and everyone has rights and responsibilities under this Policy.

ii. All staff, students and stakeholders at the College have a right to be:
- Treated with dignity and respect
- Work and learn in an environment free from discrimination, bullying and harassment
- Valued for their skills, abilities and contribution

iii. All staff, students and stakeholders at the College have a responsibility to:
- Behave in an appropriate manner, and in ways that are not derogatory to others;
- Play their part in ensuring we create a positive working environment that is tolerant and supportive through treating each other with dignity and respect;
- Challenge inappropriate behavior with confidence.

7.3.2 The College is committed to ensuring that:

i. All potential and current staff, students and other stakeholders are treated fairly, and are not discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity and paternity, race, religion or belief (including lack of belief), sex, sexual orientation, socio-economic background, family circumstances or any other distinction.

ii. An inclusive and supportive environment that values dignity at work and study is created for staff, students and others associated with its work, that truly recognizes and values staff and student diversity, and promotes good relations between different groups.

iii. A shared awareness, understanding and commitment to equality and diversity is developed to enable all staff and students to act in accordance with this Policy, so that the principles of dignity, respect, equality and diversity can effectively be mainstreamed into the core of all College functions.

The full Dignity at Work and Study Policy can be found in the Consumer Information section at www.gcnyc.com.

8.4. Anti-Bullying Policy

8.4.1. GCNYC has a zero-tolerance policy against bullying and harassment of anyone within the College community. The College is committed to providing a caring and safe work and learning environment for students, faculty and staff. Any violations of this policy will be subject to the Code of Student Conduct. See Section 8 'Code of Student Conduct.'

8.5. Induction

8.5.1. Student Induction is a required and vital start to a student's College experience each trimester and is designed to provide incoming students with the necessary information to assimilate into life on campus and in New York prior to the start of classes. The activities expose new students to the various components of the College including academic life, student support services and student activities. Students will have the opportunity to meet their peers, GCNYC faculty, staff and administrators. Returning students will receive valuable information and feedback on their Thesis work and progress.

8.5.2. All students are required to attend induction at the start of each term. In the event that a student does not attend, they will receive a marked absence in their first course of the term.

8.6. Student and Alumni Affairs

8.6.1. The GCNYC Student Association (GCNYCSA) seeks to empower and unify the GCNYC student body. The Student Association promotes students' rights and welfare and provides avenues for student involvement in academic policy and curriculum formation. For more information about the GCNYCSA, please contact gcnycsa@gcu.ac.uk. More information can be found in the Students section at www.gcnyc.com.

8.6.2. GCNYC Alumni Advisory Committee maintains and enhances a highly engaged, vibrant community of alumni, dedicated to engaging alumni, students, faculty and staff and community members. For more information about the Alumni Advisory Committee, please contact the Director of Academic Engagement.

8.7. Career Services

8.7.1. GCNYC seeks to provide Career Services support designed to meet the needs of the students enrolled in our programs and alumni. Career development workshops are hosted throughout the trimester and one-on-one counseling is offered to all students and alumni. Career resources and counseling are also available for students and alum. Contact the Director of Career Services and Strategic Partnerships for more information.

8.8. Counseling

8.8.1. All students are eligible to receive (6) 30-minute counseling sessions per trimester. Students in need of counseling services should contact the Director of Counseling at counseling@gcnyc.com for referrals and information on scheduling an appointment.

8.9. Disability Services

8.9.1. Glasgow Caledonian New York College is committed to providing equal educational opportunity and participation for students with disabilities. We work with GCNYC students to determine appropriate and reasonable accommodations that support equal access to education. Confidentiality is of the utmost importance. Disability-related information is never disclosed without student permission.

8.9.2. Students with impairments and conditions may request accommodations to assist them in their GCNYC experience. To request an accommodation for a qualifying disability, a student must self-identify and contact the GCNYC Disability Services Coordinator at ods@gcnyc.com.

8.9.3. To request disability services accommodations, students must complete a Disability Services Initial Request Form. Students are also required to provide documentation from a medical professional and complete a Disability Verification Form. Once these have been submitted to the Office of Disability Services, an in-person meeting will take place and a plan for appropriate accommodations will be reviewed with the student. Students are then responsible for having their accommodations plan signed by necessary faculty for final approval returned to the ODS. Students are responsible for submitting a request for accommodations each trimester.

8.9.4. It is the student's responsibility to request an accommodation. As some accommodations may take considerable time to arrange, students are urged to contact the GCNYC Disability Services Coordinator at ods@gcnyc.com in order to request an accommodation as soon as possible after receiving notice of admission to the College.

8.9.5. The information and documents provided in support of a student's request for an accommodation shall be maintained as confidential. Individually identifiable information will not be disclosed except as may be required or permitted by law or pursuant to a release signed by the student.

8.10. Health Services

8.10.1. First Aid kits are on campus and available to all students. Select staff members have been trained in professional first aid and can give appropriate referrals to those in need of urgent care.

8.10.2. Urgent care services are not provided on campus. Students can visit the closest City MD to campus, which is located at 331 6th Avenue, New York City, NY 10014.

8.10.3. International Students seeking support for health services should contact the Director of Recruitment & Admissions, admissions@gcnyc.com.

8.11. Immunization Policy Statement

8.11.1. In accordance with New York State law (Public Health Laws 2165 and 2167), all students registering for more than 6 credits at GCNYC (and born after January 1, 1957) must provide a certificate from a health practitioner or other acceptable evidence of such student's immunization against measles, mumps, and Rubella. Students who request an exemption to this rule on medical or religious grounds, must provide appropriate documentation as specified by the New York Department of Health (http://www.health.state.ny.us.).

8.11.2. GCNYC is also required to maintain a record for each student of either a certificate of immunization for meningococcal meningitis within the past 10 years; OR an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student (or their parent or guardian if under 18).

8.11.3. Students must provide this documentation on or before their first day of class. The form is available at www.gcnyc.com under Student Resources.

8.12. Residential Services

8.12.1. Residential services are available through Educational Housing Services. Information can be found on their website at: https://www.studenthousing.org/.

8.13. Additional Contacts & Information

8.13.1. International Students: For more information on services for International Students please contact admissions@gcnyc.com.

8.14. Title IX & Campus Safety

For more information on these services, please see the “Code of Student Conduct” or “Campus Safety” sections. For further information please contact the Title IX Coordinator at titleixcoordinator@gcu.ac.uk.

9. Code of Student Conduct

9.1. Introduction

This Code of Student Conduct ("the Code") applies to all students. GCNYC believes that effective learning and teaching is best achieved in an ordered and disciplined environment. The Code seeks to ensure that student discipline is maintained in a manner that promotes fair and equitable treatment of all students. The Code is non-contractual and Glasgow Caledonian New York College ("the College" and "GCNYC") reserves the right to digress from it, alter it or withdraw it any time.

One of the purposes of this Code is to help and encourage students to achieve and maintain standards of conduct required by the College. It is essential that all students comply with these standards and understand that if they fail to do so this is likely to lead to action by the College. The Code also outlines the action that will be taken when those standards are not met.

We therefore recognize the importance of attempting to resolve issues concerning unsatisfactory conduct within the College and we will take all measures to do so.

9.2. Application of the Code

9.2.1. This Code is not intended to create rights beyond our legal obligations.

9.2.2. All students of the College are subject to the jurisdiction of the Vice President & Provost of GCNYC in respect of their conduct.

9.2.3. The Vice President & Provost, through the Title IX Coordinator, has overall responsibility for the application of the Code.

9.3. Circumstances in which the Code will apply

9.3.1. GCNYC will apply the procedures set out in this Code if it contemplates taking disciplinary action against a registered (or previously registered) student (unless the College, in its sole discretion, decides that it is inappropriate to do so).

9.3.2. The Code also applies to any offenses committed in another institution which students attend as part of a College course such as external secondments, placements, field trips, residential trips, etc. or part of any reciprocal agreement with another institution and/or when committed by any students to and/or on any "College Property." This includes any property and/or premises owned or controlled by the College or to which access has been gained through membership of the College, including but not restricted to student services provided by another institution, athletic facilities, halls of residence, or other institutions providing services or facilities to students on behalf of, and in agreement with, GCNYC.

9.4. Policy for Alcohol/Drug Use Amnesty

The health and safety of every student at GCNYC is of utmost importance. GCNYC recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an offense, including but not limited to domestic violence, dating

violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. GCNYC strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to institution officials.

9.4.1. Any student acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to GCNYC's officials or law enforcement will not be subject to disciplinary action under the Code for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

9.4.2. GCNYC's full Drug and Alcohol Policy and Drug and Alcohol Abuse Prevention Information can be found in Campus Safety Section 17.

9.5. Offenses

Any suspected cases of misconduct should be reported to the Title IX Coordinator, Vice President & Provost or another member of staff as soon as possible for consideration under the Code.

9.5.1. Offenses

The following is a non-exhaustive list of examples of Offenses:

i. Anti-social behavior and/or foul language
ii. Minor damage to, or unauthorized use of, College Property
iii. Minor breaches of safety regulations
iv. Refusing to fulfill minor contractual obligations
v. Persistent Absenteeism
vi. Noise beyond socially acceptable norms for the time of day/night
vii. Offenses in connection with examinations or assessments which allow and/or are intended to allow the student to obtain an unfair advantage
viii. Falsification, misrepresentation or misuse of documentation, prior qualifications and experiences, certifications, letters, e- communications, etc. presented or transmitted to any officer or student of the College or any person operating on behalf of the College
ix. Use of the work of other students, past or present, or substantial and unacknowledged use of published (electronic as well as physical) material or violation of copyright material presented as the student's own work
x. Acts of domestic violence, dating violence, stalking, or sexual assault as defined by the Clery Act, the Violence Against Women Act, Title IX, or New York State Education Law, articles 129-A and 129-B
xi. A conduct violation that is equivalent to the definition of a Clery Act Part I Primary Crime (as set forth in 34 C.F.R. §668.46(c)
xii. Avoidance or attempted avoidance of security procedures to gain access to files and work done by users of College computing equipment
xiii. Use or attempted use of College computing equipment to gain unauthorized access to any College computing facilities and/or unauthorized access to web or other IT related material or access to networked materials in violation of law

xiv. Harassing, threatening or malicious behavior towards any member of the College community or any person acting on behalf of the College

xv. Impersonating another person or presenting oneself under false pretenses

xvi. Theft, fraud, unauthorized possession, misapplication of and/or unauthorized access to or gross negligence in connection with funds or property of any kind

xvii. Causing negligent or willful damage to or on College Property

xviii. Causing negligent or willful damage to property owned by any member of the College community and/or any person acting on behalf of the College

xix. Deliberate and malicious misuse of safety equipment and/or contravention of safe working practices or procedures likely to seriously endanger the health and safety of another person

xx. Riotous or disorderly conduct affecting good order or persistently noisy or disruptive behavior anywhere within the College or on College Property, including student residences whether or not they are owned by the College

xxi. Fighting, assault, threatening physical violence, aggressive behavior and/or use of foul and/or abusive language

xxii. Harassment, discrimination or incitement including harassment discrimination or incitement on the grounds of race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), sex, sexual orientation, national origin, ethnic origin, religious, political or philosophical belief, disability, age, gender, marital status, mental condition or as detailed in the appropriate College policies available on the College's website, of which you are deemed to have made yourself aware and understood

xxiii. Possession of weapons (defined as instruments designed to cause injury, intended to cause injury, or imply a threat to cause injury), including simulated weapons, are not allowed on the GCNYC campus (see 17.25 'Weapons Policy')

xxiv. Possession, supply, use, abuse or touting of controlled substances and/or abuse of alcohol or prescription medication

xxv. Contravention of the United States Fair Use Doctrine (Section 107 of the Copyright Act) provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use

xxvi. Unauthorized use of the College's internet and e-mail facilities and connections as defined in College Regulations pertaining to the use of Information Technology Facilities

xxvii. Contravention of established procedures, working practices codes of practice and/or regulations dictated by current legislation or authorities

xxviii. Non-return of any equipment or property loaned from the College

xxix. Any conduct or activity of any nature which may bring the College into disrepute whether such conduct or activity takes place either in the College or outside the College, including violent behavior, threatening violence, misrepresentation and immoral or obscene conduct

xxx. Failure to comply with the decision of the Vice President & Provost in relation to an Offense or failure to comply with the decision of the Select Disciplinary Committee in the case of an appeal against a decision of the Vice President & Provost in relation to an Offense.

9.6. Procedures

9.6.1. Preliminary Review

Upon receiving a report of or otherwise learning of an alleged violation of the Code of Student Conduct or other College policy, the Title IX Coordinator will present the information to the Select Disciplinary Committee to determine the most appropriate course of action. The Select Disciplinary Committee (SDC) will determine whether an informal frontline resolution is appropriate or if the launch of a full investigation is required. The SDC will then present their decision to the Title IX Coordinator.

If the SDC determines that an informal resolution is appropriate, the Director of Academic Engagement will be notified and they, along with the Title IX Coordinator will determine an appropriate frontline resolution.

If the SDC determines that a full investigation is necessary, the Vice President & Provost will be notified and the Title IX Coordinator or their designee will proceed with the investigation.

If the alleged violation is related to dating violence, domestic violence, sexual assault, Title IX Sexual Harassment or stalking, the Title IX Coordinator will determine whether there is reasonable belief that a policy has been violated and determine if they will conduct an investigation. See more in Campus Safety Section 17.

9.6.2. Investigation

Prior to any disciplinary action being taken, the allegation(s) will be investigated by the Title IX Coordinator, who will forward evidence, as appropriate, to the Select Disciplinary Committee.

Any cases of alleged dating violence, domestic violence, sexual assault, Title IX Sexual Harassment or stalking will use a separate investigation procedure conducted by the Title IX Coordinator. See Campus Safety section 17.

Except in cases of student interim suspension as described below, the Title IX Coordinator will normally deliver the findings of their investigation to the Select Disciplinary Committee within 21 days. The SDC shall normally convene within 28 days of notification of the allegations to determine whether the alleged offense occurred and to take further action in accordance with the code.

i. Meeting with Reporting Party

The Title IX Coordinator or a designee may meet with the reporting party to review the complaint and request additional information. The Title IX Coordinator or a designee may also meet with other members of the GCNYC community who may have information to share in relation to the complaint. The reporting party will be given a copy of GCNYC's Code of Student Conduct and and/or any other relevant policies and procedures.

ii. Notification to Responding Party

The Title IX Coordinator or a designee will notify the responding party in writing as to the receipt of the complaint, the opportunity to respond to the complaint, and the need to meet with the Title IX Coordinator or a designee. Upon meeting with the Title IX Coordinator or a designee, the reporting party will be given access to GCNYC's Code of Student Conduct and/or any other relevant policies and procedures. Prior to the disciplinary hearing, the Respondent will receive a copy of all relevant evidence presented to the Select Disciplinary Committee, which will be referred to during the hearing.

iii. Records

Where an alleged Offense has occurred, the Title IX Coordinator will consult records to ascertain if the student has a previous offense recorded on the central register of student disciplinary offenses. Where a previous offense has been recorded the second/subsequent offense will then be reported to the SDC for consideration.

9.6.3. Interim Suspension

GCNYC reserves the right to suspend students on an interim basis from GCNYC property, programs, and functions pending the outcome of a disciplinary review, where there is reasonable cause to believe the student's alleged behavior or continued presence at the institution poses a danger to the health, safety, or general welfare of the GCNYC community. The Vice President &Provost shall have the authority to suspend the student. Where a student has been suspended, the Title IX Coordinator will conduct the investigation and provide their findings to the Select Disciplinary Committee within 14 days. This timescale may be modified if the allegations are complex and/or involve detailed investigation and/or a number of witnesses.

9.6.4. No Contact Orders

In issues where there is a reporting individual and a Respondent, the Vice President & Provost, on the recommendation of the Title IX Coordinator, has the right to issue a "No Contact Order." Under such an order, the Respondent is to have no contact with the reporting person, in person, by voice technology or electronic communication. Should both parties appear in the same public space, it is the responsibility of the Respondent to depart. In the event that it a "No Contact Order" is issued, the Select Disciplinary Committee must convene within 7 days to determine whether the order is to be extended and for how long or to rescind the order.

9.6.5. Violation of No Contact Orders

Willful or repeated violations of "No Contact Orders" will be considered a threat to the health and safety of the community and will result in suspension by the Vice President & Provost, pending the outcome of disciplinary proceedings. Individuals wishing to appeal such suspensions must do so by submitting a written appeal to the Vice President & Provost for GCNYC.

9.6.6. Respondent Withdrawal during Investigation

If a Respondent withdraws from the College while an investigation is in process, or if a Respondent chooses not to re-enroll, if an investigation overlaps more than one term, the Respondent has the right to request a completion of the investigation and the entire process including all appeals. An individual who completes the process agrees to be subject to the appropriate penalties if such are determined by the Select Disciplinary Committee.

9.6.7. Disciplinary Hearing and Evidence and Procedures

The student must take all reasonable steps to attend meetings at which they are requested to be present. If the student is unable to attend a meeting, they must explain this immediately and in advance to the person who invited them to the meeting or the person who is conducting the meeting.

For any disciplinary meeting, the timing and location of meetings will be reasonable, and the meetings will be conducted by the Select Disciplinary Committee in a manner that allows both parties to explain their respective cases. The Select Disciplinary Committee has the right to call for all relevant information including the right to call and hear witnesses and can take any necessary step under the procedures listed below without unreasonable delay:

i. The Vice President & Provost for GCNYC shall not be a member of the Select Disciplinary Committee.
ii. The Respondent will have the right to fully state their case, present relevant documentation and other information, submit a written statement to the Select Disciplinary Committee and lead evidence from witnesses at the disciplinary hearing. Any documentation, submissions or witness statements should be delivered to the Title IX Coordinator in advance of the hearing either by hand, recorded delivery or electronically with a signature.
iii. At the meeting, the Respondent will have the right to be accompanied at the meeting by a chosen representative. The Respondent should advise the Title IX Coordinator who their representative will be in advance of the disciplinary hearing. The representative will be able to make submissions and ask questions on behalf of the Respondent but is not permitted to answer questions for the Respondent.
iv. The Select Disciplinary Committee may adjourn the disciplinary hearing and delay making a decision where it is decided that further investigation into the allegations is required.
v. All information obtained during the conduct of the Select Disciplinary Committee's process will be treated as confidential and protected from public release until such time as all appeal possibilities have been exhausted and a final resolution has been reached, unless otherwise required by law.

9.6.8. Composition of the Select Disciplinary Committee

The composition of the Select Disciplinary Committee shall be a Chair and 2 members appointed as follows:

i. A chair, to be appointed by the GCNYC Academic Board, will hold office for one academic year.
ii. One member of the staff who shall hold office for one academic year.
iii. One student appointed by the student member of the GCNYC Academic Board. They shall hold office for one academic year.
iv. Each member may of the SDC may have their terms extended at the discretion of the Academic Board, for further periods, in each instance not exceeding 5 years.
v. In an effort to ensure that the disciplinary process is fair, equitable and respectful of all individuals involved, diversity in ethnicity/race and gender among others must be considered when composing a committee.
vi. Two members of the Select Disciplinary Committee shall form a quorum for the purposes of holding a disciplinary hearing.
vii. The Chair may nominate one of the other members of the Select Disciplinary Committee to take the Chair in their absence.
viii. No member of the Select Disciplinary Committee directly involved in the events giving rise to any charge or appeal shall be a member of the Select Disciplinary Committee hearing that charge or appeal.
ix. The Select Disciplinary Committee shall have the discretion to appoint a legal adviser from outside the College to advise the Select Disciplinary Committee.
x. The Title IX Coordinator or their nominee shall act as clerk to the Select Disciplinary Committee and shall be responsible for maintaining a confidential record of the proceedings of the Committee. The Title IX Coordinator shall have powers to prepare orders for the regulation of the proceedings and business of the Select Disciplinary Committee.

9.7. Penalties

The Select Disciplinary Committee shall have the power to impose any or all the following penalties when respondents are found guilty of Offenses. The Select Disciplinary Committee reserves the right to defer the imposition of any penalty in appropriate circumstances.

The Vice President & Provost will communicate the written decision to the student within seven days of the hearing of the disciplinary matter.

All Offenses and resultant penalties will be recorded using the Disciplinary Offenses Records Form. The Title IX Coordinator shall ensure that a Records Form is completed, signed and a copy given to the student. The original Records Form will be retained in a separate file by the Vice President & Provost.

The Select Disciplinary Committee may impose one or more of the following penalties:

i. Verbal or written warning
ii. Removal of email account for a specified period
iii. Reprimand
iv. Fine
v. Order to make good any damage caused to any property
vi. Ban, period to be determined, from the College or College-related facilities
vii. The withholding of the student's parchment on graduation

viii. Behavioral requirement contract
ix. Restriction of visitation/guest privileges
x. Charge for damage and/or other loss arising from the student's conduct
xi. Examination assessment being declared null and void
xii. Suspension
xiii. Expulsion

9.7.1. A decision will normally be made within seven days. Thereafter, the Title IX Coordinator will issue formal notification of the decision of the Select Disciplinary Committee within seven days of the decision being taken. Where that decision involves suspension or expulsion the formal notification shall be signed by the Chair of the Committee. Where the decision does not involve suspension or expulsion the Respondent will be advised of the improvements required in their conduct (if appropriate), the duration of any disciplinary warning and the potential consequences of any repetition of the Offense and/or commission of another disciplinary offense.

9.7.2. For crimes of violence, including but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the Federal Clery Act, Respondents will have a notation on their transcript: "Expelled after a finding of responsibility for a Code of Student Discipline violation."

9.7.3. If the Respondent withdraws while conduct charges are pending, the transcript will include the notation: "Withdrew with conduct charges pending" (unless the Respondent requests that the investigation is completed) See Section 8.6.6 above.

9.8. Appeals: Frontline Resolutions

The Select Disciplinary Committee shall hear appeals against frontline resolution decisions. Respondents have a right of appeal against decisions of the Title IX Coordinator and the Director of Academic Engagement. Should a Respondent fail to comply with the decision of the Title IX Coordinator and the Director of Academic Engagement or the decision of the Select Disciplinary Committee in the case of an appeal against a decision of the Title IX Coordinator and the Director of Academic Engagement, this will constitute as an additional Offense.

9.8.1. An appeal may be considered on the following grounds:

i. Evidence is now available which was not or could not reasonably have been made available to the Title IX Coordinator and the Director of Academic Engagement at the time of the disciplinary hearing.
ii. The decision of the Title IX Coordinator and the Director of Academic Engagement was unreasonable in the light of the evidence submitted and/or was unduly harsh and oppressive in relation to the Offense.
iii. There was procedural irregularity or inadequacy in the conduct of the investigation of the Offense carried out by the Title IX Coordinator and the Director of Academic Engagement.

9.8.2. The appeal to the Select Disciplinary Committee against the decision of the Title IX Coordinator and the Director of Academic Engagement must be in writing and must be lodged with the Title

IX Coordinator within 14 days of the date of the formal notification of the original decision. The Respondent must send any written documentation or submission in relation to the appeal either by hand, recorded delivery or electronic delivery with signature at the same time as lodging their written grounds for appeal.

9.8.3. All appeals shall be given preliminary consideration by the Chair of the Select Disciplinary Committee and by the Vice President & Provost who shall be empowered to act on behalf of the Select Disciplinary Committee in determining whether an appeal is competent or to dismiss appeals that are incompetent.

9.8.4. The decision of the Select Disciplinary Committee in such appeals shall be final and not subject to appeal.

9.9. Appeals: Investigated Offenses

All Respondents found in violation of an Offense by the Select Disciplinary Committee shall have the right of appeal to the Vice President & Provost.

9.9.1. An appeal may be considered on any of the following grounds:

i. Evidence is now available, which was not or could not reasonably have been made available to the Select Disciplinary Committee at the time of the original hearing.
ii. The decision of the Select Disciplinary Committee was unreasonable in the light of the evidence submitted at the original hearing, and/or the decision of the Select Disciplinary Committee was unduly harsh and oppressive in all of the circumstances.
iii. There was procedural irregularity in terms of the regulations set out in the Code of Student Discipline which resulted in the student being significantly disadvantaged.

9.9.2. The Title IX Coordinator shall communicate in writing the details of this right to the student at the same time as formal notification of the disciplinary decision is made to the student.

9.9.3. Any appeal to the Vice President & Provost of GCNYC against the decision of the Select Disciplinary Committee must be in writing and must be lodged with the Title IX Coordinator within twenty-one days of the date recorded on the letter of formal notification of the Select Disciplinary Committee's decision. Any written documentation, witness statement or submission in relation to the appeal must be delivered to the Title IX Coordinator either by hand, recorded delivery or electronic delivery with signature at the same time as lodging their written grounds for appeal.

9.9.4. All appeals shall be given preliminary consideration by the Vice President & Provost for GCNYC. The Vice President & Provost shall determine whether an appeal is competent or to dismiss appeals that are incompetent.

9.9.5. The decision of the Vice President & Provost for GCNYC shall be final.

9.9.6. The Vice President & Provost for GCNYC at their own discretion may appoint a legal adviser from outside the College to be in attendance at any meeting. This legal adviser, however, must not be the same person as the legal adviser to the Select Disciplinary Committee.

9.9.7. The Respondent shall have the right to appear in person before the Vice President & Provost to present the evidence in support of their appeal. The Title IX Coordinator shall be in attendance at this meeting to maintain a record as well as to answer any questions about previous actions, investigations, or procedures.

9.9.8. The Respondent will have the right to be accompanied at the meeting by a chosen representative. The Respondent should advise the Title IX Coordinator who their representative will be in advance of the disciplinary hearing. The representative will be able to make submissions and ask questions on behalf of the Respondent but is not permitted to answer questions for the Respondent.

9.9.9. No member of the Select Disciplinary Committee shall be present when the appeal to the Vice President is under consideration.

9.9.10. The Vice President & Provost shall have the right to prepare orders for the regulation of the procedure of the appeal hearing and shall have the right to uphold or reject all or part of the disciplinary decision as it deems right and appropriate. The Vice President & Provost will normally issue a written decision within 7 days of the date of the appeal hearing.

9.10. Academic Integrity

At GCNYC, a commitment to excellence, fairness, honesty, and respect within and outside the classroom is essential to maintaining the integrity of our community. By accepting membership in this community, students take responsibility for demonstrating these values in their own conduct and for recognizing and supporting these values in others. In turn, these values will create a campus climate that encourages the free exchange of ideas, promotes scholarly excellence through active and creative thought, and allows community members to achieve and be recognized for achieving their highest potential.

GCNYC expects and requires its students to adhere to the highest standards of scholarship, research and academic conduct. Essential to the process of teaching and learning is the periodic assessment of students' academic progress through measures such as papers, examinations, presentations, and other projects. Academic dishonesty compromises the validity of these assessments as well as the relationship of trust within the community. Students who engage in such behavior will be subject to review and the possible imposition of penalties in accordance with the standards, practices, and procedures of GCNYC. Violations may result in failure on a particular assignment, failure in a course, suspension or expulsion from the College, or other penalties.

9.10.1. Plagiarism, Ghost-Writing and Cheating

Plagiarism is defined as presenting another's work without adequate acknowledgement of its source, as though it were one's own. Plagiarism is a form of fraud. Some examples of plagiarism:

i. a sequence of words copied from a source without quotation marks
ii. an unacknowledged passage paraphrased from another's work
iii. the use of ideas, sound recordings, computer data or images created by others as though it were one's own

Ghost writing is defined as the use of commissioned material, without reference or acknowledgement.

Cheating is defined as deceiving a faculty member or other individual who assess student performance into believing that one's mastery of a subject or discipline is greater than it is by a range of dishonest methods, including but not limited to:

i. bringing or accessing unauthorized materials during an examination (e.g., notes, books, or other information accessed via cell phones, computers, other technology or any other means)
ii. providing assistance to acts of academic misconduct/dishonesty (e.g., sharing copies of exams via cell phones, computers, other technology or any other means, allowing others to copy answers on an exam)
iii. submitting the same or substantially similar work in multiple courses, either in the same semester or in a different semester, without the express approval of all instructors
iv. submitting work (papers, homework assignments, computer programs, experimental results, artwork, etc.) that was created by another, substantially or in whole, as one's own

9.10.2. Individual faculty members will be responsible for determining whether a student has been guilty of plagiarism and to apply an appropriate penalty for any such plagiarism. Each faculty member will publish details of any penalties for plagiarism in their syllabus.

9.10.3. While individual faculty members will determine whether plagiarism has occurred in any particular case, plagiarism will include self-plagiarism (i.e. re-use of a student's own previous written work or data presented for assessment on a previous occasion).

Individual faculty members will also be responsible for determining whether there has been a case of ghost writing, which is considered to be an Offense. Faculty should refer any such case to the Director of Academic Engagement to be considered under the Offenses procedures.

9.10.4. The Select Disciplinary Committee shall be competent to hear appeals against decisions of faculty made under the College Regulations regarding Plagiarism and Cheating.

9.10.5. Appeal Process

An appeal may be considered on any of the following grounds:

i. Evidence is available, which was not or could not reasonably have been made.
ii. The decision of the academic staff was unreasonable in the light of the evidence submitted at the original investigation, and/or the decision of the academic staff was unduly harsh and oppressive in all of the circumstances.
iii. There was procedural irregularity or inadequacy in the conduct of the investigation of the Offense carried out by the academic staff.

9.10.6. The Director of Academic Engagement shall communicate the details of this right to the student in writing at the same time as formal notification of the decision of the faculty is made to the student.

9.10.7. The Director of Academic Engagement shall advise the student that any right of appeal to the Select Disciplinary Committee must be exercised by written notice which must be lodged with the Examiner within 14 days of the date recorded on the letter of formal notification of the academic staff's decision.

9.10.8. All appeals shall be given preliminary consideration by the Chair of the Select Disciplinary Committee and by the Director of Academic Engagement who shall be empowered to act on behalf of the Select Disciplinary Committee in determining whether an appeal is competent or to dismiss appeals that are incompetent.

9.10.9. The decision of the Select Disciplinary Committee in such appeals shall be final and not subject to appeal.

9.11. Appeals of Transcript Notations

9.11.1. Respondents, who have a transcript notation where responsibility has been found, may appeal to the Director of Academic Engagement following the process.

9.11.2. Respondents who receive a transcript notation for withdrawing with conduct charges pending may not appeal the notation as there was no finding upon which to base the appeal.

9.12. Criminal Proceedings

9.12.1. In any case where it is considered that a person may be involved in criminal conduct, it is the duty of the Vice President & Provost who, in consultation with the Title IX Coordinator, shall report it to the appropriate authority.

9.12.2. For the avoidance of doubt, in cases where a police investigation or action is underway at the same time as the College's investigation or disciplinary proceedings are underway, the College may still proceed with its investigations and/or disciplinary action. However, depending on the circumstances, such investigation and/or disciplinary action may be suspended. Any decision to suspend proceedings will be made by the Vice President & Provost in consultation with the Title IX Coordinator.

9.13. Records

9.13.1. The College will keep a record of disciplinary proceedings, including the written statement setting out the relevant allegations or circumstances surrounding the potential disciplinary action, a central register of disciplinary Offenses, all letters sent to or by the College in relation to that, written statements and minutes of meetings and appeal meetings.

9.13.2. These records will be maintained in accordance with the College's obligations in terms of data protection requirements and will be retained in accordance with the College's data retention policy.

9.13.3.

9.14. Questions

9.14.1. Clarification on the terms of this Code can be obtained from the office of the Vice President & Provost of GCNYC or the Director of Operations, Title IX Coordinator.

10.Family Educational Rights and Privacy Act (FERPA)

10.1.1. The following constitutes the institution's policy concerning student rights of access to personal educational records in compliance with the Family Educational Rights and Privacy Act (FERPA).

10.2. Student Privacy Notice

10.2.1. GCNYC holds, collects and processes information about its current and former students, applicants and potential applicants. The College is committed to protection the privacy of student education records, adhering to the requirements of the Family Educational Rights and Privacy Act (FERPA) that regulates maintenance of and access to student education records.

10.2.2. GCNYC processes data relating to students for a variety of purposes for academic, administrative, management, welfare and health and safety reasons including:

i. Recruitment, admission and enrollment
ii. Maintenance of the student record and management of academic processes
iii. Administering the financial matters including payment of fees
iv. Management of University services including library, residences and events
v. Provide support for students through, for example, Student Support Services
vi. Protecting the health and safety of employees, students and visitors on the sites
vii. Internal research including monitoring quality and performance
viii. Graduation and Alumni operations including fundraising
ix. Statistical and archive purposes

10.2.3. This information is stored within the IT infrastructure of Glasgow Caledonian University (GCU) in the UK.

10.3. Policies and Procedures

In accordance with the statute and the FERPA regulations issued by the Department of Education, GCNYC has adopted the following policies and procedures.

10.3.1. A "student" is defined as one who has attended GCNYC or is attending GCNYC and whose records are in the files of the College. Attendance begins with the date of the first enrollment at the College or participation in a College sponsored program or activity, whichever occurs earlier.

10.3.2. "Education records" are defined as those records, files, documents, and other materials that contain information directly related to a student and that are maintained by the College and University. These do not include files retained by individuals that are not accessible to any other person except a designee or replacement.

10.3.3. "Directory" information is limited to:

i. Name
ii. Local and home address and telephone

iii. E-mail address
iv. School or college
v. Class
vi. Major field of study
vii. Dates of attendance
viii. Enrollment status
ix. Expected graduation date
x. Degrees and awards received
xi. The most recent educational institution attended
xii. Photograph of the student taken for College purposes, such as a Student ID Card photograph.

10.3.4. Directory information also includes class rosters listing students in a GCNYC academic course; such rosters may only be used for the purpose of conducting that course.

10.3.5. "Record" means any information or data recorded in any medium, including, but not limited to handwriting, print, tapes, computer files, video or audio files, film, microfilm or microfiche.

10.4. Release of Directory Information

10.4.1. Directory information may be released unless the student files the appropriate form in the Office of the Registrar requesting that public information not be released. Public information cannot be restricted by former students.

10.5. Student Record Locations

10.5.1. GCNYC utilizes the student record systems of its partner institution, Glasgow Caledonian University (GCU). All students have records in one or more of the following offices:

Student Recruitment and Admissions (GCU)
Glasgow Caledonian University
70 Cowcaddens Road
Glasgow
G4 0BA

Office of the Registrar (GCNYC)
64 Wooster Street
New York, New York 10012

Office of the Vice President & Provost (GCNYC)
64 Wooster Street
New York, New York 10012

Office of the Data Coordinator (GCNYC)
64 Wooster Street
New York, New York 10012

Registrar (GCU)
Glasgow Caledonian University
70 Cowcaddens Road
Glasgow
G4 0BA

Finance Office (GCU)
Glasgow Caledonian University
70 Cowcaddens Road
Glasgow
G4 0BA

10.6. Academic Department Records

10.6.1. Some GCNYC departments maintain records separate from the College. A list of the academic departments that may have records and their locations may be obtained from the Office of the Vice President & Provost or from the Office of the Registrar.

10.7. Student Record Access

10.7.1. If the student requests, GCNYC will allow the student to inspect and review their educational record within 45 days following the receipt of the request. This access includes only the individual student's records and does not include information not relevant to the individual student's record or institutional aggregate data. Additionally, GCNYC can and will provide only that information which it maintains within the student's educational record and cannot provide or gather additional information outside of its systems.

10.8. Student Record Access Exceptions

10.8.1. A student has the right to inspect and review their records, except as listed below. Any reference to student records or to access to student records in this document is subject to these exceptions:

i. Confidential letters of recommendation placed in files before January 1, 1975
ii. Letters of recommendation or other documents that carry a waiver of the student's right to access
iii. Financial records of the student's parents or any information contained therein
iv. Employment records, except for those cases in which the employment is required as part of the student's program
v. Medical and psychological records
vi. Any information in a student's file regarding other students

10.9. Waivers Relinquishing Access

10.9.1. To ensure the confidentiality of references, certain documents may carry waivers signed by the student relinquishing the right of access to the document. Waivers are subject to the following conditions:

i. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition, and candidacy for employment.
ii. Waivers cannot be required.
iii. The student shall be told, upon request, the names of those supplying references.
iv. All items in the student record not covered by waivers are open to the student.

10.10. Access to College Officials

10.10.1. Student education records are open to College officials who have a legitimate educational interest in the information contained in the records.

i. A College official is an employee or other agent of the College. A College official may also be a person or company with whom the College has contracted to carry out a function on the College behalf, such as Glasgow Caledonian University.
ii. The determination of a "legitimate educational interest" will be made by the person responsible for the maintenance of the record. This determination will be made scrupulously and with respect for the individual whose records are involved. "A legitimate educational interest" requires that the individual seeking access is doing so for the purpose of performing a job function.

10.11. Access to Third Parties

10.11.1. Normally, records can be released, or access given, to third parties (i.e. anyone not a College official) only with the written consent of the student.

10.11.2. Without the consent of the student, releases to third parties generally may be given only as follows:

i. To federal officers as prescribed by law
ii. As required by state law
iii. To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students
iv. To accrediting agencies carrying out their functions
v. In response to a judicial order or lawfully issued subpoena
vi. To law enforcement agencies in the investigation of a specific criminal case.
vii. In connection with an emergency, to appropriate person if the knowledge of such information is necessary to protect the health or safety of the student or other persons
viii. To educational agencies or institutions that request records when a student seeks to enroll, or is already enrolled

10.12. Destruction of Student Records

10.12.1. Student records will be maintained and disposed of in accordance with the Records Retention Policy. This means that after completion of a student's studies, GCNYC may still hold a student's personal information to satisfy statutory, regulatory or administrative requirements.

10.13. Release of Deceased Student Records

10.13.1. FERPA rights cease upon the death of a student. However, it is the policy of GCNYC that no records of deceased students be released to third parties after the date of death, unless specifically authorized by the executor of the deceased's estate or by the next of kin or where GCNYC is legally required to release this information.

10.14. Record Correction Procedure

10.14.1. It is important that GCNYC has a complete and accurate record of student's personal information. Every student is responsible for ensuring that the information held by the College is accurate, current and complete.

10.14.2. Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy right.

10.14.3. The procedures are as follows:

i. The student should contact their Academic Advisor to alert them to the required changes.
ii. The student must submit to the Registrar a request to amend the record by emailing registrar@gcnyc.com. The student should identify the part of the record that the student wants changed and the reasons.
iii. GCNYC may comply or may decide not to comply. If not, the College will inform the student of the decision and advise the student of the right to a hearing. Requests for a hearing are to be sent to the College Registrar.
iv. Upon request, the College will arrange for a hearing within a reasonable time and so notify the student.
v. The hearing will be conducted by a hearing officer who is a disinterested party. However, the officer may be an official of the institution.
vi. The College will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
vii. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information or setting forth reasons for disagreeing with the decision.
viii. The statement will be maintained as part of the student's record as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.
ix. If the College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

10.15. FERPA complaints and violations

10.15.1. A person may file a written complaint with the Department of Education regarding an alleged violation of FERPA.

Address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Website: www.ed.gov/offices/OM/fpco/

10.16. Video Monitoring

10.16.1. The College's premises are monitored by video systems for the purposes of campus security and safety, the protection of property and the prevention and detection of crime. Video footage may also be used for investigations or proceedings arising under the College's regulations, codes and policies.

10.17. Further Inquiries

10.17.1. For any queries relating to the personal information held by the College in relation to a student, students should contact the Officer of the Registrar at registrar@gcnyc.com.

11.Fees and Refund Policy

11.1.1. All students taking a course at GCNYC will be required to pay tuition and other fees in respect of each course undertaken. Scholarships are available which may be applied to a student's fee as detailed in the College Financial Assistance section of the GCNYC Catalog which is available on the GCNYC website.

Fees are reviewed annually and are subject to change.

11.2. Mandatory Tuition Fees

11.2.1. Application Fee

All applications for admission to GCNYC require a $50 non-refundable application fee that must be paid prior to the processing of the application. Payments should be made as outlined in Section 10.4 Payment Methods.

11.2.2. Estimated Cost of Attendance for 2020/21 Award Year

** Tuition	$35,690
Room and Board	$22,890
Books and Supplies	$1,500
Transportation	$2,000
Miscellaneous Personal Expenses	$2,500
Total Estimated Cost of Attendance	$64,580

** Tuition is for 36 trimester credit hours at 12 credit hours per trimester

11.2.3. Tuition for the 2020/21 Award Year is detailed below.

Course	**Cost**
4 credit course	$3965
8 credit Thesis	$7931

Based on the above cost, the total degree cost to the student (before applied scholarships) will be $35,690 (36 credits).

All students must be registered for each Trimester separately and pay the fee due for the courses undertaken.

Students will register for classes via the College registration system. Once registration is officially closed the Registrar will provide a listing to the College to allow any scholarships to be

applied to each of the students' record. Thereafter Finance will assign in Hobsons and apply the Scholarship to allow the student invoices to be raised.

Once the invoicing details have been updated in Hobsons a personalized email will be generated inviting the students to review their invoice and make a payment. Details of payments and outstanding balances are available for students to view in Hobsons.

Payments should be made as outlined in section 10.4 – Payment Methods.

11.3. Non-Mandatory Fees

11.3.1. Transfer and RPL Fees

The cost for review and consideration of Transfer and RPL is $500 per course. Where Transfer or RPL is applied, there is an additional transcription fee of $500 per course. For further details on Transfer and RPL, please see Section 3 'Transfer and Recognition of Prior Learning (RPL)' of the GCNYC Catalog.

11.3.2. Late Registration/Re-Registration Fee

If a student is de-registered, they may re-register for the term, but will face a $50 late registration fee. For further details on registration, please see Section 5 'Registration, Attendance and Student Records' of the GCNYC Catalog.

11.3.3. Course Repeat and Continuation Fee

If a student does not receive a passing mark (above a "B-" grade), they have two options:

Option 1: Students will work with faculty to re-submit the course's final assignment in order to receive a passing grade. There is no fee for this option.

Option 2: Students can re-take the course in a future trimester. They will be charged 50% of the original tuition fee.

Please see Section 13 of the GCNYC Catalog for details on Assessment Regulations.

11.3.4. Thesis Extension and Continuation Fee

Students registered for the Thesis who require an extension to complete, will be charged a continuation fee of $2,000 per trimester until such time as the student has completed their final work. For further details please refer to the Grading Policies section of this Catalog.

11.3.5. Other Fees and Charges

One official transcript per academic year can be provided to the student at no cost. A $10 fee will be charged for any subsequent transcripts that the student may require.

A $25 fee will be charged for a replacement Student ID card.

11.4. Payment Terms

11.4.1. Tuition fees are due at the start of the term and are payable prior to, or on commencement of the trimester. It is the responsibility of the individual to ensure that the necessary fees are paid.

11.4.2. Unless a student has made arrangements with the College for a 3rd party payment (such as employer or financial aid) which the 3rd party will make directly to the College, all payments are due by the first day of classes. Students whose accounts are not paid in full on the first day of classes may be de-registered.

11.4.3. GCNYC may offer students the ability to pay their tuition fees in monthly instalments during the course of the term. Should a student default on instalment, the full fee will be due immediately. Students who do not pay can be de-registered. In line with the GCNYC Calendar, the following payment plans are available:

Trimester A	September to December	Payment falls on the 15th of the month
Trimester B	January to April	Payment falls on the 15th of the month
Trimester C	April to July	Payment falls on the 15th of the month

11.4.4. Acceptance of these payment deadlines is a condition of completing your registration with GCNYC.

11.4.5. If an individual is sponsored by their employer or another funding body, they must provide GCNYC with proof of sponsorship prior to the start of the course. If the student's sponsor is reimbursing the student directly on receipt of payment, the student will remain liable for the fees and the above payment terms will be applied.

11.4.6. Sponsored individuals must ensure that their sponsor is made aware of this policy and as well as GCNYC's Credit Control and Debt Management Policy (see Section 11). The sponsor will be invoiced directly for the tuition fee due. In the event that the sponsor fails to pay the fees, the student will be solely responsible for such fees. In the event of failure to pay such fees, we reserve the right to terminate the agreement between the student and College.

11.5. Payment Methods

11.5.1. Below are the details for GCNYC's payment methods:

- All payments can be made online with a credit/debit card or by ACH transfer
- All payments must be made in US Dollars.
- GCNYC is not able to accept cash payments.

If paying direct via ACH transfer students and 3rd parties must include a reference number (student ID/invoice number) on all transfer documentation. GCNYC recommends that the student keeps a copy of the transfer documentation as your receipt.

When paying online, the student's personal information is kept secure during the transmission of payment. GCNYC utilizes Heartland Merchant Services. Their Secure Sockets Layer (SSL)

software is the industry standard and encrypts all personal information, including credit card numbers, name and addresses.

11.6. Refund Schedule

11.6.1. Tuition refunds are determined and made on a course-by-course basis. They are based on a percentage of fees due up until the census date (28th day of term). In order to qualify for a refund, the student must provide official notice of withdrawal from the College or dropping of a course to their Academic Advisor and receive approval from the Vice President & Provost during regular College business hours.

Refunds are based on the following schedule:

I.	By 5pm on the Friday prior to the first class meeting	100%
II.	By 5pm on the Friday of the first week of classes	75%
III.	By 5pm on the Friday of the second week of classes	50%
IV.	By 5pm on the Friday of the third week of classes	25%
V.	Thereafter	0%

11.6.2. Unauthorized absence in any course will not relieve the student of the financial obligation and no refund will be due. Students who suspend their studies or are suspended by the College remain liable to pay any fees due up to the point of suspension.

11.6.3. In all instances (including exceptional circumstances) where a student is due to be refunded these must first be reviewed and authorized by the Vice President & Provost of the College.

11.7. Student Referral Discount

11.7.1. A $500 discount is available to all students as an incentive to refer a friend to the College. The discount will be applied to the students account (to be offset against future fees) once the referred individual is accepted, registers and attends class. These discounts will be approved by the Vice President & Provost.

12.Credit Control and Debt Management Policy

12.1.1. Contained within this policy are the terms and conditions under which debt owed to GCNYC is controlled. This policy specifically covers the collection of fees, sponsorship income and commercial debt.

12.2. Self-Funding

12.2.1. As detailed in the 'Fees and Refund Policy' section, all individuals on a program of study at GCNYC will be required to pay fees and all other charges in respect of the courses undertaken.

12.2.2. The Fees and Refund Policy provides guidance on the payment terms and methods that apply. Students retain the ultimate liability for the payment of fees. This applies in the event of payment default by a third-party sponsor, such as a corporate sponsor/employer.

12.2.3. GCNYC reserves the right to claim any late payment charges, interest, legal or other debt collection costs from individuals who fail to pay in accordance with any agreements made with GCNYC.

12.3. Good Financial Standing

12.3.1. To be eligible to register for the next trimester's courses and attend the College for that trimester, the student must be in good financial standing. Neither transcripts nor grades will be issued to students, fee-payers, or others at the request of the student, unless the student is in good financial standing. Only students in good financial standing will be permitted to graduate and receive their degree diploma. To be in good financial standing, a student must have either have:

i. paid all outstanding fees, fines, and penalties, or
ii. agreed a payment plan with the College which is currently up to date.

12.3.2. If a debt remains unpaid the College reserves the right to pass the account details to our external debt collection agency to recover. Additional agency fees and legal fees may be incurred.

12.4. Overdue Individual Debt Collection Procedure – Sanctions Applied

12.4.1. While the procedure to collect monies outstanding is specific to each individual case, the following steps will be taken for all types of outstanding student debt:

i. Reminders issued from GCNYC
ii. Direct contact from the finance/credit control team
iii. Prevented from re-registering for further courses until all debts have been paid in full and funds have cleared
iv. Prevented from graduating
v. Prevented from receiving an academic transcript

vi. Referral to a Debt Collection Agency - Should this action be required a recovery fee equal to 10% of the outstanding amount will be levied with debts recovered via the appropriate legal process.

12.5. Sponsorship and Commercial Debtors

12.5.1. GCNYC's standard terms and conditions state that all invoices are due for immediate payment. Exceptions to this must be agreed in advance with the Vice President & Provost.

12.5.2. Debt collection on commercial accounts will be a prescribed process dictated by time and responses from the debtor. While the procedure is specific to each individual case the following steps will be taken for all types of outstanding debt:

i. Reminders issued from GCNYC
ii. Direct contact from the credit control team
iii. Referral to a Debt Collection Agency - Should this action be required a recovery fee equal to 10% of the outstanding amount will be levied with debts recovered via the appropriate legal process.

12.5.3. In the event of a sponsor defaulting on payment, it is the student's responsibility to pay the fees. The student will receive an invoice for all outstanding fees. This invoice will be due immediately as per the standard terms and conditions.

12.5.4. GCU Finance will be responsible for management of debt collection on behalf of the College. However, in cases where there may be exceptional circumstances the Financial Controller shall consult with the Vice President & Provost of the College to discuss what further actions should be taken.

13. Credit Hour Definition

13.1. Credit Hour Policy and Credit Definitions

13.1.1. Credit hour Definition: GCNYC adheres to the U.S. Department of Education's definition of a credit hour as "… An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit …, or the equivalent amount of work over a different amount of time."

Hybrid and online courses have learning goals and rigor equivalent to those taught in the classroom. Contact hours are satisfied by using various course activities such as threaded discussions, journals, online seminars, interactive tutorials and online meetings. The syllabi for these courses are carefully reviewed by the Director of Academic Engagement to ensure equivalency to face-to-face courses.

Learning outcomes must be appropriate to post-graduate work and must be achievable in the prescribed timeframe.

14. Accreditation and Degree Granting Authority

14.1. Glasgow Caledonian New York College (GCNYC) was granted a provisional charter and degree granting authority by the Board of Regents of the State of New York in June 2017. The minutes of the Board of Regents providing our degree granting authority can be viewed at https://www.regents.nysed.gov/report/jun-2017/higher-education

14.2. Glasgow Caledonian New York College (GCNYC) is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000). GCNYC's candidacy status was approved by the Commission at its meeting of June 21, 2018. GCNYC's next evaluation visit is currently scheduled for Academic Year 2021. The Middle States accrediting agency is recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. "Candidate for Accreditation" is a status with the Commission that indicates than an institution has achieved membership and is progressing toward, but is not assured of, accreditation.

15.Grading Policies

15.1. Successful Completion of a Course

15.1.1. Successful completion of a course will be defined as a final grade of "B-" or greater.

15.2. Satisfactory Academic Progress (SAP)

15.2.1. A student does not meet Satisfactory Academic Progress if they have a cumulative GPA below 3.0 OR if they fail to successfully complete at least 50% of all courses attempted in every trimester of enrollment.

15.2.2. Not meeting Satisfactory Academic Progress may affect a student's financial aid. GCNYC's full SAP Policy can be found in the Financial Aid section of this catalog for further details.

15.2.3. A student who fails to achieve Satisfactory Academic Progress will be placed on Academic Probation; see below. The Director of Academic Engagement will send a letter to the student informing them that they have been placed on Academic Probation.

15.3. Academic Probation

15.3.1. Academic probation is an official warning from the College notifying students that their performance falls below the College's requirements for "satisfactory academic progress." While academic probation is not meant to be punitive, this warning should be taken seriously by students as it is an official acknowledgment that the student is in jeopardy of being dismissed if the academic issues persist.

15.3.2. Successful completion of a course will be defined as a final grade of "B-" or greater. In order to graduate from GCNYC, the student needs a 3.0 or higher GPA. This includes earning both a cumulative 3.0 in program classes (program GPA), and a cumulative 3.0 in all academic coursework.

15.3.3. A student placed on Academic Probation for not making "Satisfactory Academic Progress" will need to achieve sufficient credit during the following trimester. To achieve full standing, a student must achieve a grade of "B" or higher in all courses until they have restored their GPA to a level above 3.0. Receiving a grade lower than a "B" in any course while on academic probation will result in academic dismissal.

15.3.4. There are a number of consequences to being on academic probation. These include potential loss of scholarship/fellowship, dismissal, and a limit on the number of hours for which the student can register.

15.3.5. While on Academic Probation, students are required to have a biweekly check-in with the Director of Academic Engagement. Students not maintaining their check-ins may also receive an academic dismissal.

15.4. Thesis Assessment

15.4.1. The Thesis Review Committee is made up of two faculty-appointed readers, which includes the Thesis Advisor and a second reader. When the Thesis Advisor determines that the Thesis is complete, it's sent to the Director of Academic Engagement. Forwarding to the Director of Academic Engagement indicates that the Advisor views the Thesis as a PASS (technically a B- or higher).

15.4.2. Once the Director of Academic Engagement has received the Thesis, it will be given to the second reader. The second reader is asked to read the Thesis; no commentary or response is required; they will assign a grade of PASS or FAIL to the Director of Academic Engagement.

15.4.3. To vote PASS means that the second reader believes the Thesis should receive a grade of B- or higher and concurs with the first reader that the Thesis is of appropriate quality.

15.4.4. To vote Fail means that the second reader believes the Thesis should receive a grade of C+ or lower.

15.4.5. Once the readers have assigned a passing grade, the Thesis is officially accepted by the College.

15.4.6. Once the Thesis has been accepted by the College, the advisor submits the letter grade for the 8-credit Thesis course to the Director of Academic Engagement.

15.5. Thesis Submission Form and Copyright

15.5.1. The student must complete a submission form, which is turned in at the same time as their Thesis. Signing the form means that the Thesis is the student's original work, and theirs alone; and that any materials to which they do not own copyright, and that are included in the Thesis, constitutes a "fair use" of that material under U.S. Copyright law or that they have obtained all necessary permissions to use those materials.

The student holds the copyright to their Thesis, whether it is registered with the U.S. Copyright Office, or not. In submitting the Thesis, the student also grants GCNYC and GCU the right to reproduce it for educational purposes without obtaining permission and without paying a royalty to the student.

15.6. Grading of Thesis

15.6.1. All Theses will be marked by the Thesis advisor and one appointed reader, none of whom are aware of the views of, or the marks being awarded by, the other readers. In cases in which the graders are unable to agree on the grade, it is the responsibility of the Vice President & Provost to further assess the Thesis.

15.6.2. Where it is considered that an irregularity in the course assessment has occurred, guidance will be sought from the Vice President & Provost.

15.7. Late Submission of the Thesis

15.7.1. Students registered for the Thesis who require an extension to complete, will be charged a continuation fee of $2,000 per trimester until such time as the student has completed their final work. For further details please refer to the Grading Policies section of this Catalog.

15.7.2. A student must have their continuation fee paid during the term in which they complete. In order to have access to GCNYC resources, including the library and information systems, the student must have their Thesis extension form submitted and approved by the College.

15.7.3. In order to request a Thesis extension, students must submit the Thesis extension form no later than 2 weeks in advance of the original Thesis due date. In addition to the form, students must submit a letter of explanation to their Thesis Advisor and the Director of Academic Engagement.

Please contact the Director of Academic Engagement for the form.

15.8. Late Submission, Failure to Submit Assignments & Incomplete Courses

15.8.1. Failure by a student to meet any given submission deadline without good cause will result in a grade of "F" for the coursework element concerned.

15.8.2. Where a student has good cause, supported by documentary evidence where appropriate, for a late submission and in advance of the submission deadline, a later submission date should be negotiated with the instructor teaching the course, or, if unavailable, the Vice President & Provost.

15.8.3. Where a student has, in circumstances that could not reasonably be foreseen, supported by documentary evidence where appropriate, good cause for late submission which they have not intimated in advance, they must notify the instructor teaching the course, (or, if unavailable, the Vice President & Provost) as soon as possible. Provided there are valid reasons for the late notification, a later submission date should be negotiated with the Faculty member teaching the course (or, if unavailable, the Vice President & Provost).

15.8.4. Where the coursework assessment requires attendance at a specialized teaching session, either at the College (e.g. a lecture, seminar, or clinic) or elsewhere (e.g. a field exercise or professional visit), and, where a student has good cause for non- attendance, a revised submission date should be negotiated. If an alternative visit or exercise is not be possible, the Faculty have discretion to provide, for example, data from another source, or similar.

15.8.5. If it is not possible for a student to arrange a late submission date, which in turn means a grade cannot be given on an assignment or course work, the student will receive an incomplete and will have 6 weeks to re-do the final assignment. See Section 14.9 "Consideration of Extenuating Circumstances."

15.8.6. Where a student believes that they have a legitimate reason for missing a final examination or failing to complete coursework, they may appeal to the Vice President & Provost in the first instance, for an extension to coursework deadlines beyond the end of trimester.

15.8.7. The Vice President & Provost may consult with the GCNYC Academic Board to come to a decision. Should the appeal be approved, an interim grade of "I" (Incomplete) is assigned. Incomplete grades have no quality points and are not factored into a graduate student's semester or overall GPA.

15.8.8. When a grade of "I" has been assigned, a final grade for the course will be assigned by the instructor once the student completes the course assignments. Failure to meet these deadlines will result in the incomplete grade reverting to the original grade submitted by the instructor, or to a "F" grade if no work was submitted after a period of 6 weeks following the submission of an Incomplete to the Office of the Registrar. Incomplete grades are not left on a record beyond this point.

15.8.9. **Failure of a Course**

If a student does not receive a passing mark (lower than a "B-" grade), they have two options:

Option 1: Students will work with faculty to re-submit the course's final assignment in order to receive a passing grade.

Option 2: Students can re-take the course in a future trimester.

For fee information see section in the Fees and Refund Policy section of this Catalog.

15.9. Grading Information

15.9.1. Grade Point average is determined by converting course grades. The equivalency is as follows:

Letter Grade	GPA Score
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.8
D+	1.5
D	1
F	0

15.9.2. The formula for determining the GPA is the total of course quality points divided by the total number of course credits.

The following is for students who did not meet their eligibility requirement for the term.

15.9.3. **Incomplete**: A student may be assigned an Incomplete (I), when work still needs to be completed to successfully finish the course.

15.9.4. **Withdrawal**: A student is assigned a Withdrawal (W) when the student formally withdraws from a class in which they were registered. The withdrawal date must be recorded by faculty. The date recorded is the date on which the student notified the College they wished to withdraw. Zero Credit is awarded and a GPA of 0 is recorded. Where a student has withdrawn no later than the end of the 8th week of classes, then the Quality Points calculated from the W grade will NOT affect the student's overall GPA calculation, otherwise the student will be considered to have attempted the course and the Quality Points calculated will be taken into account when calculating the student's overall GPA.

15.9.5. **X**: A student is assigned an **"**X" because the student stopped attending the class without formally withdrawing. The date recorded will be the date of last academic activity as reported by the faculty member teaching the class. Zero Credit is awarded and a GPA of 0 is recorded. Students with an X grade are considered to have attempted the course and therefore the Quality Point calculated from an X grade is used towards the overall student GPA Calculation.

15.9.6. **Satisfactory Progress:** A grade of satisfactory progress (SP) is assigned to a student, who did not complete the course requirements, but has proactively taken steps to complete the work.

15.10. Awards

15.10.1. There shall be two recognized honors (on student transcripts) depending on Grade Point Average:

i.	Distinction	Overall GPA of 3.9 or higher
ii.	Merit	Overall GPA in the range 3.75 to 3.89

15.11. Consideration of Extenuating Circumstances

15.11.1. Each student wishing the College to take Extenuating circumstances (see below) into consideration, the student must file an Extenuating Circumstances Form and submit it with appropriate documentation (self-documentation is not acceptable) to the appropriate Faculty.

15.11.2. Faculty will either recognize and accept the extenuating circumstances or deny the request.

15.11.3. If the student claim is recognized, Faculty will make a decision on how the student can demonstrate learning outcomes within a specified time frame.

15.11.4. The following circumstances are considered to be legitimate extenuating circumstances:

i. Serious or significant medical conditions or illness (including both physical and mental health problems). Ailments so severe it was impossible to attend an examination /complete assessment AND was followed by appropriate medical documentation obtained within 48 hours of the exam/deadline
ii. Exceptional personal circumstances (e.g. serious illness or death of a parent or other person who brought you up, grandparent, brother or sister, spouse or partner or

close friend, including participation in funeral and associated rites; a significant family crisis where there is evidence of acute stress; being a victim of significant crime; being in a serious car accident)

iii. Exceptional travel disruption beyond your control, and for which the student can provide independent evidence, which prevented you from attending an examination or other scheduled assessment

For information regarding special COVID-19 policies go to www.gcnyc.com or contact the Director of Operations at Jessica.changrussell@gcu.ac.uk.

15.11.5. The following circumstances are not considered to be legitimate grounds for extenuating circumstances:

i. Forms submitted without supporting evidence
ii. Forms which do not state clearly how your performance in your assessments has been affected
iii. Minor (usually seasonal) ailments such as sore throats, minor colds, headaches, hangovers, etc.
iv. Long term illness or disability where special arrangements have already been made
v. Circumstances which have already been fully catered for by the granting of a coursework extension
vi. Examinations on the same or consecutive days or an inability to prioritize and schedule the completion of several pieces of work over a period of time
vii. Death of a pet
viii. Financial issues
ix. Poor time management or personal organization
x. Work commitments or conflicts
xi. Failure, loss or theft of data, a computer or other equipment
xii. Routine delays in public transportation

15.12. Grade Appeals

15.12.1. If a student feels that their grade has been determined inaccurately, they may appeal the grade. There are three criteria that can rationalize a grade appeal:

i. The calculation of the grade was inaccurate
ii. The calculation of the grade or the weighting of assessments did not follow that presented in the syllabus
iii. A written notice updating the formula for grading was not provided

15.12.2. Disagreement with academic judgement does not constitute grounds for a grade appeal.

15.12.3. To appeal a grade, the student must file a grade appeal request with the Director of Academic Engagement. The appeal must include the student's explanation for the grounds of appeal, as well as documentation the student possesses of grades received on previous assessments.

15.12.4. Decisions of Faculty in regard to the appeal are final and cannot be appealed further.

15.13. Communication of Results

15.13.1. Student course grades will be emailed to the student's College email address within three working days of the instructor grade submission deadline.

15.14. Currency of Credit

15.14.1. Once a student's degree has been conferred, students will receive their transcript.

15.14.2. Only credit earned within a six-year period can be used towards the completion of a named award.

16.Graduation Requirements Policy

16.1. Completion of Study and Graduation

16.1.1. In order to graduate with a master's degree, a student must earn a minimum of 36 US credits with a minimum overall GPA of 3.0.

16.1.2. A final audit is carried out after grades have been submitted for the final term of enrollment. Students may not graduate without having a complete 'Graduation Audit' conducted by the Office of the Registrar.

16.1.3. Only students in good financial standing will be eligible to receive their degree diploma and official transcript. Students must be in good financial standing no less than 1 month prior to the scheduled date for the release of their diploma and/or graduation. Students not in good financial standing at this point will not receive their diploma or be included in graduations. They may re-apply to graduate at the next available opportunity as per the published schedule.

16.1.4. As GCNYC currently has a provisional charter by the New York Board of Regents, all awards will be conferred by the New York Board of Regents before degree diplomas are issued.

16.2. Commencement Exercises

16.2.1. The College holds one Commencement Exercise each year at the end of the Spring trimester in June to recognize students' achievements.

16.2.2. For the convenience of those students completing degree requirements in the Spring or the Fall Trimesters, degree diplomas are not held back until the next Commencement ceremony but are issued at three points in the academic year. All students, no matter in which trimester they complete their studies, are entitled to participate in the next Commencement ceremony following their completion of requirements.

16.2.3. Commencement participation is ceremonial and does not mean degree conferral has been granted or that a student has been awarded their master's degree.

17.Complaints Handling

17.1. Introduction

17.1.1. The Complaints Handling Procedure reflects Glasgow Caledonian New York College's commitment to valuing its people and their concerns. This process is intended for the handling of formal complaints which will be recorded by the College. Students, recent students, applicants and members of the public should feel free to raise matters of concern without risk of disadvantage. Our aim is to resolve issues of dissatisfaction as close to the initial point of contact as possible and to conduct thorough and fair investigations of complaints so that, where appropriate, we can make evidence-based decisions on the facts of each individual case.

17.1.2. Resolving complaints early saves time and resources and contributes to the overall efficiency of the College. Concentrating on achieving an early resolution of a complaint as close to the point of contact as possible will free up the time of academic and support staff and ultimately contribute to the continued positive experience of our students and members of the public.

17.1.3. The full Formal Complaints Handling Procedure can be found at www.gcnyc.com in Consumer Information.

17.2. Scope and Purpose

17.2.1. **What is a complaint?**

For the purpose of this procedure, a complaint may be defined as:

'an expression of dissatisfaction by one or more individuals about the standard of service, action or lack of action by or on behalf of the Institution.'

A complaint may relate to:

- the quality and standard of service
- failure to provide a service
- the quality of facilities or learning resources
- treatment by or attitude of a staff member, student or contractor
- inappropriate behavior by a staff member, student or contractor
- the failure of the College to follow an appropriate administrative process
- dissatisfaction with the college's policies (although it should be recognized that policy is set at the discretion of the College)

The definition of a complaint is very broad and the list above is not exhaustive. However, not every concern raised within the College is a complaint. For example, the following are not complaints:

- a routine, first-time request for a service
- a request under the Freedom of Information Law
- a request for information or an explanation of policy or practice
- an insurance claim
- a request for compensation only

- an attempt to have a complaint reconsidered where the College's decision has been made
- an appeal about an academic decision on assessment or admission

These issues will be dealt with under the alternative appropriate processes rather than the CHP. It should be noted, however, that some situations can involve a combination of issues, some are complaints and others are not, and each case will be assessed on a case-by-case basis.

Complaints related to the following areas may be recorded as complaints but will also be dealt with under the alternative appropriate processes:

- Code of Student Conduct violations
- Title IX violations
- Clery Act violations

17.2.2. **Who can make a complaint?**

The CHP covers complaints from anyone who receives, requests or is affected by our services. This includes, although is not limited to:

- current students and those who have left recently (all referred to as 'students' through the remainder of this procedure) where they have a complaint about matters which are (or were at the time they arose) the responsibility of the College
- members of the public, where they have a complaint about matters which are (or which were at the time they arose) the responsibility of the College
- members of the public who are applying for admission to the College and whose complaint does not relate to academic judgement.

Complaints made by a third party with the explicit permission of the complainant will be dealt with according to the same procedures and timescales.

17.2.3. **Submitting a Formal Complaint**

Formal complaints must be made by submitting a GCNYC Formal Complaints Form (Appendix 1) to the Director of Operations, Title IX Coordinator. Forms may be sent to complaints@gcnyc.com (with the exception of anonymous complaints, see 2.4). General complaints made to College administration whether in writing, in person, by telephone, email or online will not be handled as a Formal Complaint unless the form is submitted. The form is required in order to provide full details of the complaint and the preferred resolution.

17.2.4. **Submitting a Formal Complaint Anonymously**

Complaints submitted anonymously will be considered if there is enough information in the complaint to enable the College to make further inquiries. However, the College may give consideration to the issues raised, and will record the complaint so that corrective action can be taken as appropriate. To submit an anonymous complaint please click here.

17.2.5. **Complaints involving other organizations or contractors**

If an individual complains to the College about the service of another organization, but the College has no involvement in the issue, the individual should be advised to contact the appropriate organization directly.

17.2.6. **Time limit for making complaints**

Complaints should be raised with the College as soon as problems arise to enable prompt investigation and swift resolution. This CHP sets a time limit of six months to raise a complaint with the College, starting from when the complainant first became aware of the problem, unless there are special circumstances for requesting consideration of a complaint beyond this time.

18.Campus Safety

18.1. Introduction

18.1.1. At GCNYC, campus safety is specifically the responsibility of the Vice President & Provost and the Director of Operations, Title IX Coordinator—to whom any questions or concerns should be directed. They are responsible for the campus' annual safety report, as well as all initiatives to increase the safety and security of our campus.

The Vice President & Provost and the Title IX Coordinator will be informed of all reports or formal complaints of violations of this policy and oversees the College's centralized response to ensure compliance with Title IX and the 2013 Amendments to the Violence Against Women Act (VAWA). The College Title IX Coordinator's responsibilities include (but are not limited to):

- Communicating with all members of the College community regarding Title IX and the Violence Against Women Act (VAWA), and providing information about how individuals may access their rights;
- Reviewing applicable College policies to ensure institutional compliance with Title IX and VAWA;
- Monitoring the College's administration of its own applicable policies, including this policy and the College Sexual Harassment Policy and all related record keeping, timeframes, and other procedural requirements;
- Conducting training regarding Title IX, VAWA, and prohibited conduct defined in this policy and related policies; and
- Responding to any report or formal complaint regarding conduct that violates this policy. For any report of which the College has actual knowledge (and any formal complaint), the College Title IX Coordinator shall oversee and implement the explanation and provision of any supportive measures. For any formal complaint, the College Title IX Coordinator oversees the investigation and resolution of such alleged misconduct, directs the provision of any additional supportive measures, and monitors the administration of any related appeal.
- Responding when (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school's education program or activity (meaning locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Title IX Sexual Harassment occurs, and b) any building owned or controlled by a student organization that is officially recognized by the College); (3) against a person in the United States; (4) at the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity at the College.

The Title IX Coordinator may delegate certain responsibilities under this policy to designated administrators, who will be appropriately trained.

The Title IX Coordinator's contact information is as follows:

Jessica Chang-Russell
titleixcoordinator@gcu.ac.uk
646-768-5357

The College provides the contact information of the Title IX Coordinator to students, faculty, staff, applicants for admission, applicants for employment, and all labor unions or professional organizations agreements with the College.

18.2. Policy Against Sexual Misconduct and Violence

18.2.1. GCNYC prohibits the offenses of domestic violence, dating violence, sexual assault, stalking, Title IX sexual harassment, quid pro quo sexual harassment and other forms of sexual violence. These incidents are considered a violation of the Code of Student Conduct (8.4.2). In keeping with this commitment, GCNYC has taken steps to help prevent and respond to sexual discrimination, relationship violence, sexual assault and other forms of sexual misconduct. These steps include thoughtful procedures for reporting and investigating incidents; educational programs; access to internal and external resources; and compliance with federal and state laws.

18.3. Campus Security Authorities (CSA's)

18.3.1. In compliance with relevant regulation (including the Clery Act, the Violence Against Women Act, Title IX, and New York State Educational Law articles 129-a 129-b), the Vice President & Provost of GCNYC, or the Title IX Coordinator, will be responsible for identifying those faculty and staff who qualify as "Campus Security Authorities." The Vice President & Provost will also be responsible for issuing a letter to each of those individuals informing them of those responsibilities and informing them of scheduled training session. Training sessions will be scheduled within two weeks of the beginning of Trimester A; letters to CSAs will be sent at least two weeks prior to scheduled training dates. Individuals hired in at other times during the academic year whose roles require that they be CSAs will receive their letter informing them of that status and their responsibilities when they are appointed, and the training will be incorporated into their induction. A copy of our Clery Handbook is kept in the Title IX Coordinator's office.

18.3.2. Training session for all CSAs include:

i. Appropriate crime definitions for reporting
ii. Geographic definitions applicable to reporting
iii. Processes for passing information to appropriate individuals to allow timely warnings
iv. Campus Emergency Action plan
v. Review of all College policies in health and safety
vi. Best practices for maintaining the safety of our students
vii. Best practices for speaking with reporters of sexual violence
viii. Legal and institutional reporting requirements
ix. Processes for reporting crimes to College officials
x. Student rights
xi. College Code of Conduct and processes
xii. Familiarization with all appropriate laws and policies related to campus safety and crime including the Clery Act, Violence Against Women Act, Title IX, and Educational Law article 129-a and 129-b.

18.3.3. As of February 2021, GCNYC's CSA's are the:

- Title IX Coordinator (646-768-5357)
- Director of Academic Engagement (646-768-5303)
- Vice President & Provost
- College Security Guards

Contact information can be found in the directory section on the last page of this Catalog.

18.4. Geographic Definitions

18.4.1. Glasgow Caledonian New York College was founded by Glasgow Caledonian University (Scotland) which is the flagship campus which owns and controls schools in multiple locations. GCNYC reported statistics refer specifically to Glasgow Caledonian New York College and do not include information from Glasgow or any other GCU campuses or partner campuses. For our annual Federal Campus Safety Report, GCNYC defines its campus geography as follows:

i. On-Campus: The Main and lower-level of 64 Wooster Street
ii. Non-campus: Any additional facilities rented or controlled by GCNYC for the purposes of the delivery of classes or required student activities. These locations are only considered as part of our report during such times as GCNYC is actively using the site.
iii. Public Property: For our reporting purposes, the only public property which the GCNYC campus abuts is Wooster Street between Broome Street and Spring Street. The report includes reports of crime occurring on the street and either sidewalk.

18.4.2. For reporting to NYSED in compliance with Education Law article 129-B, geographic boundaries will not be used. Reporting will be based on the status of a reporting individual or Respondent being enrolled as a student of GCNYC.

18.5. Crime Definitions

18.5.1. GCNYC defines the crimes listed in its Annual Safety Report based on New York State definitions.

Hate Crimes: Items counted as hate crimes are those for which subjective evidence exists that said criminal acts were motivated by bias. Evidence of bias is determined by:

i. Oral comments, written statements or gestures
ii. Drawings, markings, symbols, or graffiti
iii. Preponderance of incidents in a significant location
iv. Incidents on holidays or dates of significance
v. Previous involvement in hate crimes by perpetrators
vi. Community perception that the incident was motivated by bias
vii. Dating violence includes sexual or physical abuse as well as the threat of such abuse

viii. Domestic violence includes felonies and misdemeanors involving individuals who have been intimate and/or shared a residence
ix. Stalking reported as related to campus are those incidents where the perpetrator engaged in the stalking course of conduct or the victim first became aware of the stalking (the latter particularly important for electronic stalking)

Dating, Domestic and Intimate Partner Violence: A pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following:

i. **Rape:** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
ii. **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
iii. **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
iv. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
v. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
vi. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Title IX Sexual Harassment Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the College's education program or activity.

Complainant refers to the individual(s) who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment or any other prohibited conduct per this policy.

Formal complaint refers to a document filed by a complainant (meaning a document or electronic submission (such as by electronic mail) that contains the complainant's physical or

digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint) alleging Title IX Sexual Harassment against a respondent and requesting that the College investigate the allegation of Title IX Sexual Harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College. A formal complaint may be filed with the College Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information provided in this policy, and by any additional method identified in this policy.

Formal complaint may also refer to a document signed by the College Title IX Coordinator alleging Title IX Sexual Harassment against a respondent. Where the College Title IX Coordinator signs a formal complaint, the College Title IX Coordinator is not a complainant or otherwise a party.

Respondent refers to the individual(s) who has been alleged to be the perpetrator of conduct that could constitute Title IX Sexual Harassment or any other prohibited conduct per this policy.

Stalking: Intentionally engaging in a course of conduct directed at a specific person with whom the perpetrator currently has, previously has had, or desires to have, some form of sexual or romantic relationship, that:
1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or

3) is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Affirmative Consent: GCNYC follows New York Education Law Article 129-B's definition of affirmative consent which is:

Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions, create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Furthermore, consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given

when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

18.6. Legal Compliance

18.6.1. It is the belief and intent of GCNYC that all of our practices are in compliance with appropriate City, State and Federal Law. If an individual observes that the facility or practices are outside standards, they should make that known to the appropriate College official as well as the appropriate government agency, if they feel that the violation is serious enough to warrant such.

18.7. Keeping Students Informed

18.7.1. The Title IX Coordinator will have responsibility for regular review of student safety information posted on the website. This includes validating that information is up to date, that all links work, email links work, and responsible individuals and their phone numbers are correct and functional.

18.8. Emergency Actions

18.8.1. The appropriate practices for emergency situations are covered in the GCNYC Emergency Action Plan in Section 18.

18.9. Timely Warnings & Emergency Notifications

18.9.1. At any point at which the GCNYC Vice President & Provost or the Title IX Coordinator has information about a Clery category crime (listed below) which represents or reflects an ongoing threat to the campus or its people, a “Timely Warning” will be issued to all students and employees of GCNYC.

18.9.2. Clery Category Crimes:

- Criminal homicide
  - Murder and nonnegligent manslaughter
  - Negligent manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated assault
- Burglary

- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including:
  - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes
  - The number of the following crimes that are determined to be hate crimes:
    - Larceny-theft
    - Simple assault
    - Intimidation
    - Destruction/damage/vandalism of property
    - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a)

18.9.3. A Timely Warning will be initiated when a criminal act has occurred, has been reported to the College by Police, to a campus CSA, and it is determined that there is a risk of the same crime occurring again by the same individual, agent, or circumstance. The College is not required to provide a Timely Warning with respect to crimes reported by a pastoral or professional counselor.

18.9.4. If there is an *immediate threat* to the health and safety of students and employees, the College will follow its Emergency Notification Policies. (See 18.1)

18.9.5. The Timely Warning may be sent by the Vice President & Provost, the Title IX Coordinator or a designee who is directed in writing to assume that responsibility. The individual launching the Timely Warning is permitted to do so upon receipt of relevant information.

18.9.6. Timely Warnings will be issued to all students, staff and faculty via some combination of text message, email, web posting, in building announcements, and/or public placards. Every effort will be made to ensure that reach of the warning is comprehensive.

18.9.7. To update your Emergency Contact information go to the Student Resources section at www.gcnyc.com.

18.9.8. The issuing of a Timely Warning will be recorded as an incident in the campus' Daily Crime Log.

18.10. Information in Warnings and Notifications

18.10.1. Upon confirmation of a significant campus emergency or dangerous situation, GCNYC will without delay, taking into account the safety of the community, determine the content of and send out the notification unless the notification will in the professional judgement of responsible authorities, or upon conferral with the emergency responders, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Information in direct communication should never release identifiable information about individuals but should provide appropriate information to allow others to be safe and to avoid potentially dangerous situations.

First notifications will provide specific actions (i.e., do not come to campus) and indicate that there will be a follow up message with additional information within 24 hours.

Within 24 hours, the college officer who sent out the message will provide an explanation or resolution; suggest specific follow up actions, or ways to achieve assistance or accommodation based on potential results from the situation; and update of the situation or incident if continuing.

18.11. Incident Reporting and Investigation

18.11.1. All crimes, accidents or incidents should be reported to the Title IX Coordinator or a CSA within 24 hours of the incident occurring using the incident reporting form, copies are available in the office of the Title IX Coordinator. Our published materials for students, staff and faculty reflect our policy that the decision to report a crime is an individual choice; that the College commits itself to not revealing any details which would make victims or witnesses identifiable and provides ways in which individuals can confidentially make reports.

18.11.2. All incidents of Title IX Sexual Harassment will follow the Department of Education's Title IX Final Rule regulations issued in May 2020. These regulations include but are not limited to, investigating a formal complaint, investigations, hearings, standard of evidence, appeals and informal resolutions. These regulations can be found at the following link. https://www2.ed.gov/about/offices/list/ocr/docs/titleix-comparison.pdf

18.11.3. Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

The process by which GCNYC College investigates and adjudicates reports of sexual misconduct and violence is outlined below.

i. When both the reporting and responding parties are students, the process will follow the diagram represented in Appendix A. Further detail is described in the Code of Student Conduct (Section 8).
ii. When both the reporting and responding parties are employees of the college, the process with follow the diagram represented in Appendix B.
iii. When the reporting party is an employee of the college, and the responding party is a student, the process will follow the diagram represented in Appendix B. Further detail is described in the Code of Student Conduct (Section 8).
iv. When the reporting party is a student, and the responding party is an employee, the process will follow the diagram represented in Appendix B.

18.12. Protection from Retaliation and Intimidation

Retaliation against any member of the GCNYC community who files a report on sexual misconduct or violence is strictly prohibited. Likewise, intimidation of anyone who files a report or any witnesses to an incident is strictly prohibited. Members of the GCNYC community found to have engaged in retaliation or intimidation, will be subject to disciplinary action that can include suspension, expulsion, separation, or termination from GCNYC.

18.13. Reporting Individual Support

18.13.1. Beyond Code of Conduct Policies and Procedures, reporting individuals of sexual violence will be made aware of supporting resources. In compliance with the standards established by the Violence Against Women Act (VAWA) and Education Law article 129, reporting individuals will be provided information on available resource on our website as well as print materials. This document is available in the office of the Title IX Coordinator.

18.14. Supportive Measures for Complainants and Respondents

18.14.1. Upon receipt of a report or formal complaint of a violation of this policy, the College, through the Title IX Coordinator, will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The College will also consider supportive measures, as appropriate and reasonably available, for the respondent.

These supportive measures are designed to restore or preserve equal access to the College's educational and working programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the broader College community, or deter sexual harassment. While a supportive measure may impose some restrictions on a party, it will not unreasonably burden them. The College may provide supportive measures to the complainant or respondent, as appropriate, as reasonably available, and will do so without fee or charge, regardless of whether the complainant seeks formal disciplinary action. Once supportive measures are approved, the parties or affected individuals will be notified in writing of the supportive measures. The College will maintain any supportive measures provided to the complainant or respondent as confidential to the extent possible.

18.14.2. Supportive measures may include:

i. counseling;
ii. extensions of deadlines or other course-related adjustments;
iii. modifications of work or class schedules;
iv. campus escort services;
v. mutual restrictions on contact between the parties;
vi. leaves of absence;
vii. increased security and monitoring of certain areas of the campus; and/or

viii. any other measure that can be used to achieve the goals of this policy.

18.14.3. Requests for supportive measures may be made by or on behalf of the complainant or respondent to any College official, including the Title IX Coordinator. Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the College's response with the appropriate offices on campus.

18.14.4. All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a supportive measure. The College will take immediate action to enforce a previously implemented measure and disciplinary sanctions can be imposed for failing to abide by a College-imposed measure.

18.15. Daily Crime Log

18.15.1. The campus will record all crimes reported to the College and from them generate a Daily Crime Log. The Log will include crimes committed on campus and within the College's Clery geography (Section 17.4) The Daily Crime Log will present information about crimes without information that may in any way violate the confidentiality of any individual.

18.16. Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking for New Students

18.16.1. Each New Student Orientation will cover:

i. The Code of Student Conduct
ii. Appropriate safety procedures
iii. Definitions of important terms including 'consent' to sexual activity in the applicable jurisdiction
iv. Reporting structures
v. Description of safe and positive options for bystander intervention
vi. Information on risk reduction

18.16.2. Ongoing Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking

Students: Each trimester, GCNYC will send out an informational webinar about preventing dating violence, domestic violence, sexual assault and stalking to all students, staff and faculty. This video will also be available year-round at www.gcnyc.com. Other materials with related information are also available on the website.

Employees: All new College employees are required to complete sexual harassment prevention online training course.

18.17. Safe & Positive Options for Bystander Intervention

18.17.1. Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about

it."[1] We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list[2] of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

[1] Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.
[2] Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

18.18. Risk Reduction

18.18.1. With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
5. **Make sure your cell phone is with you** and charged and that you have cab money.
6. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
7. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
8. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
9. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
10. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

11. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation here are some things that you can try:

    i. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
    ii. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    iii. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
    iv. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
15. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
16. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

18.19. College Survey

18.19.1. GCNYC will conduct a bi-annual survey on the campus environment. The survey will include an assessment of student familiarity and satisfaction with GCNYC judicial and safety policies, adjudication and reporting procedures, and resource support in the area of campus safety. Results of the survey will be sent to the GCNYC Board of Trustees for review and determination of appropriate action.

18.20. Annual Safety Report

GCNYC will publicly release an Annual Safety Report (ASR) on or before October 1 of each year. The ASR will include a copy of all crime and safety related policies, practices, and a report on the safety of the campus for the three previous years. GCNYC will also file a certificate of compliance

with New York State Education Law article 129 on or before the 1st of July each year. The Vice President & Provost of GCNYC, or the Title IX Coordinator will be responsible for this report.

18.21. Fire Inspection

18.21.1. GCNYC will maintain a schedule of regular fire safety inspections as required by City and State Law. The schedule and a reporting of results will be included in each ASR.

18.22. Conduct Issues—Non-Criminal

18.22.1. Issues of conduct which violate college policy but not federal, state, or city law will be handled according to the GCNYC Code of Student Conduct.

18.23. Underage Drinking Policy

18.23.1. As GCNYC offers only postgraduate degrees, we do not anticipate that we will admit any students who are beneath the state drinking age. However, all state and federal laws, including the drinking age, will be fully enforced. Additionally, the GCNYC Code of Student Conduct, section 8, considers this a Major Offense.

18.24. Smoke Free Campus

18.24.1. In alignment with New York State and GCNYC policy, smoking is not permitted anywhere on the GCNYC campus.

18.25. Weapons Policy

18.25.1. Weapons (defined as instruments designed to cause injury, intended to cause injury, or imply a threat to cause injury), including simulated weapons, are not allowed on the GCNYC campus except when those possessed by Law Enforcement officials as recognized by appropriate governmental agencies. Those in possession of a weapon or a simulated weapon will be dealt with as a threat to campus safety and duly reported to NYPD and/or appropriate law enforcement agencies.

18.26. Class Cancellation (Weather) Policy

18.26.1. In the event of inclement weather or other acts deemed to make class meetings and College opening a safety risk for members of the community, the campus may be closed. Such decisions are made by the Vice President & Provost of GCNYC, the Director of Operations, or their designee. These announcements will be placed on the front page of the GCNYC website. It will also be sent to members of the GCNYC community who have registered to receive text message announcements.

18.27. Alcohol and Drug Policy

18.27.1. The possession, sale or the furnishing of alcohol on campus is governed by GCNYC's alcohol policy and New York State law. Alcohol is prohibited on campus except in the case of approved events where the sale and service of alcohol is being conducted by the College and/or an affiliated organization in accordance with College policy and State Law. Alcohol

policies and applicable federal and state laws and regulations are strictly enforced by Campus Safety and Security.

18.27.2. Prohibited behaviors involving alcohol include, but are not limited to: use, sale, distribution, and possession; use, display or possession of any paraphernalia associated with alcohol; use of alcohol that leads to impairment and disorderly, destructive, or violent behavior to self or others; and, students under the age of 21 being in the presence of alcohol in the residence halls. The possession, sale, manufacture, or distribution of any controlled substance is illegal under Federal, State and Local law. GCNYC strictly enforces all applicable laws and policies.

18.27.3. Prohibited behaviors involving drugs, controlled substances, related synthetic materials, and related paraphernalia (including altered or constructed devices used to conceal or consume) include, but are not limited to: use, possession, display, distribution, sale, and being under the influence. Prohibited behaviors involving look-alike drugs include, but are not limited to: possession, consumption, distribution, use, and forcing another to ingest "imitation drugs" or synthetic materials that are either not intended for human consumption or used to produce effects similar to an illegal drug or a substance or drug being used for an unintended purpose (e.g., synthetic cannabis, herbal incense, and or herbal smoking blends, Whip-it and other similar products).

Students and employees that violate policy or law are subject to College disciplinary action, criminal prosecution (under the NYS Penal Law; Article 220 - Controlled Substances Offenses, and/or NYS Penal Law; Article 260 - Offenses Relating to Children, Disabled Persons, Vulnerable Elderly Persons), fine and imprisonment.

Please see the Federal Drug Trafficking Penalties in Appendix C and the Commonly Used Drugs Chart including uses and effects in Appendix D.

18.27.4. Disciplinary Sanctions for Students

Incidents are considered a violation of the Code of Student Conduct and subject to both College disciplinary procedures up to and including expulsion and criminal prosecution.

18.27.5. Disciplinary Sanctions for Employees

Any violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

18.28. Drug and Alcohol Abuse Prevention Information

18.28.1. Statement on Self-Reporting and Bystander Intervention (Good Samaritan)

GCNYC students are expected to be aware of their health and safety and to be bystanders who help fellow students when their health and safety is in danger. When a person's health or safety is threatened due to consumption of alcohol, unlawful drugs, controlled substances and/or other synthetic materials, domestic violence, dating violence, sexual assault or stalking, immediate actions should be taken. This includes alerting medical personnel, campus security, or an appropriate College official.

In all cases, the incident will be documented. When determining the appropriate response in the conduct process, the College will consider actions taken by any student who seeks assistance on their own behalf or the behalf of another student experiencing a medical emergency related to consumption of alcohol, unlawful drugs, controlled substances and/or other synthetic materials. In some cases, disciplinary sanctions may be reduced. This practice does not preclude action by Campus Safety or other legal authorities.

18.28.2. Alcohol and Drug Abuse Education Programs

At each New Student Induction, GCNYC will present information designed to prevent the illicit use of drugs and abuse of alcohol by students and employees. The presentation will include services related to drug use and abuse of alcohol.

The College will annually disseminate written informational materials annually to both students and employees. These written materials include information on the College's standards of conduct, disciplinary sanctions for violations of the standard of conduct, possible legal sanctions and penalties, health risks associated with alcohol and drug abuse, educational programing available to students, staff and faculty, counseling services, and referrals.

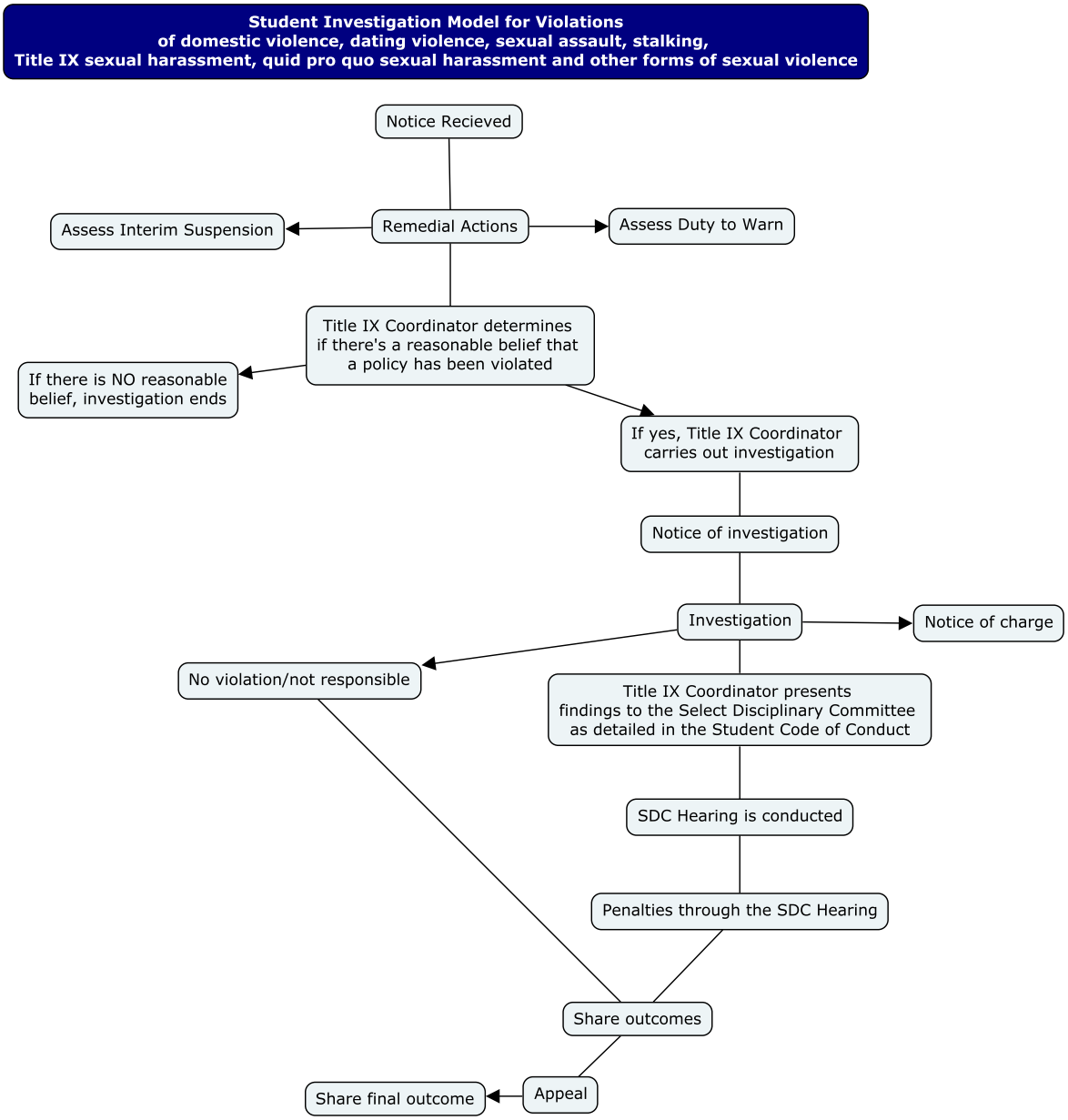
18.28.3. Health Risks: Drug and Alcohol Abuse (referenced from the National Institute of Health-NIH)

- Alcohol: Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches. It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream.
- Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.
- Drug addiction is a brain disease. Although initial drug use might be voluntary, drugs of abuse have been shown to alter gene expression and brain circuitry, which in tum affect human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use.
- The impact of addiction can be far reaching. Cardiovascular disease, stroke, cancer, HIV/ AIDS, hepatitis, and lung disease can all be a result of drug abuse. Some of these effects occur when drugs are used at high doses or after prolonged use; however, some may occur after just one use.

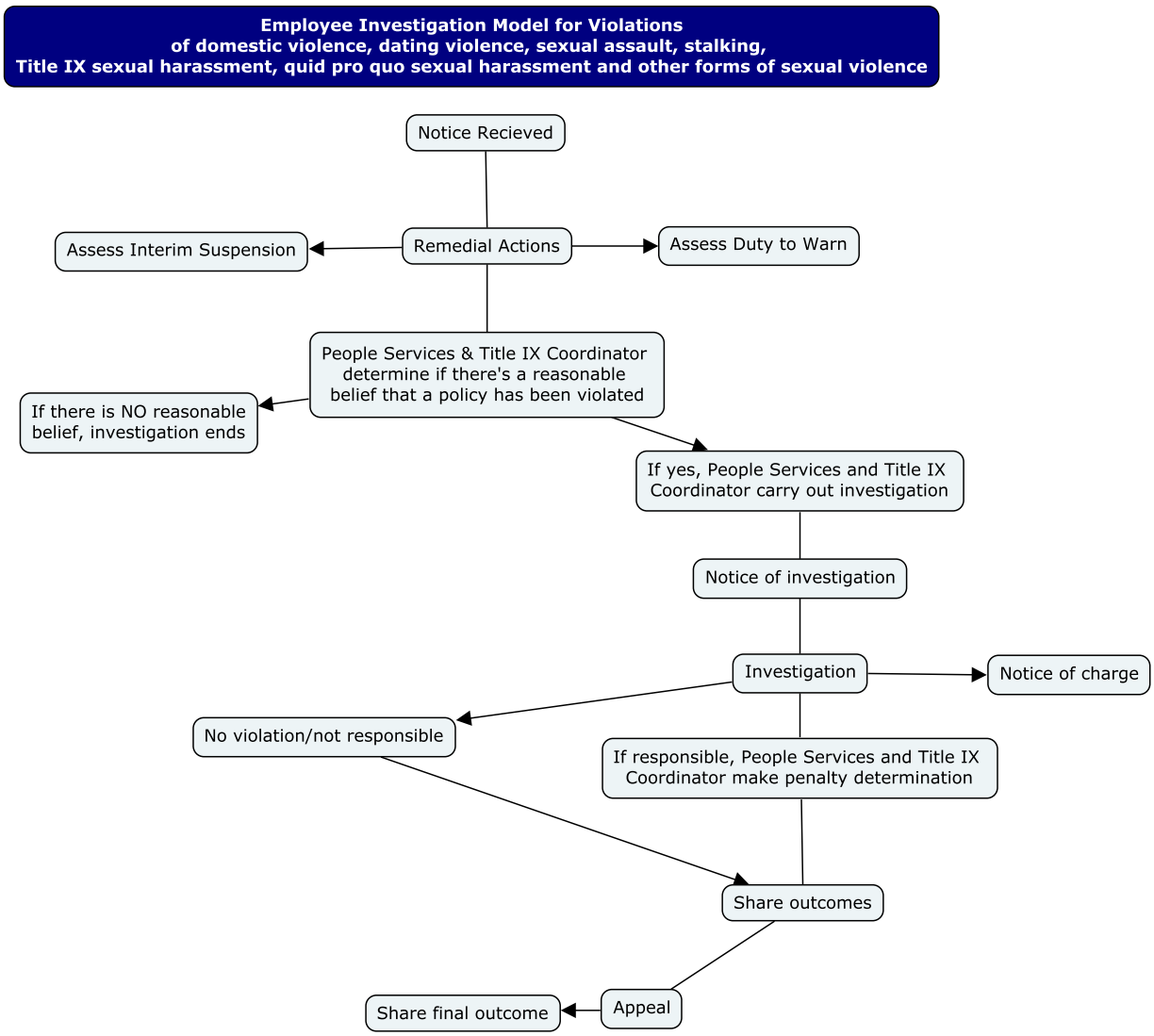
18.28.4. The following is a list of resources for local drug and alcohol abuse prevention programing:

- NYS Office of Addiction Services and Supports: https://oasas.ny.gov
- NYS Treatment Availability Dashboard: https://findaddictiontreatment.ny.gov
- NYC Health: Alcohol and Drug Use: https://www1.nyc.gov/site/doh/health/health-topics/alcohol-and-drug-use.page
- Inter-Group Association of A.A. of New York: https://www.nyintergroup.org

Appendix A:


Student Investigation Model for Violations
of domestic violence, dating violence, sexual assault, stalking,
Title IX sexual harassment, quid pro quo sexual harassment and other forms of sexual violence
Notice Recieved
Assess Interim Suspension
Remedial Actions
Assess Duty to Warn
Title IX Coordinator determines if there's a reasonable belief that a policy has been violated
If there is NO reasonable belief, investigation ends
If yes, Title IX Coordinator carries out investigation
Notice of investigation
Investigation
Notice of charge
No violation/not responsible
Title IX Coordinator presents findings to the Select Disciplinary Committee as detailed in the Student Code of Conduct
SDC Hearing is conducted
Penalties through the SDC Hearing
Share outcomes
Share final outcome
Appeal

Appendix B:


Employee Investigation Model for Violations
of domestic violence, dating violence, sexual assault, stalking,
Title IX sexual harassment, quid pro quo sexual harassment and other forms of sexual violence
Notice Recieved
Assess Interim Suspension
Remedial Actions
Assess Duty to Warn
People Services & Title IX Coordinator determine if there's a reasonable belief that a policy has been violated
If there is NO reasonable belief, investigation ends
If yes, People Services and Title IX Coordinator carry out investigation
Notice of investigation
Investigation
Notice of charge
No violation/not responsible
If responsible, People Services and Title IX Coordinator make penalty determination
Share outcomes
Share final outcome
Appeal

Appendix C:

FEDERAL TRAFFICKING PENALTIES—

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	**First Offense:** Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. **Second Offense:** Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	5 kgs or more mixture	**First Offense:** Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. **Second Offense:** Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	**First Offense:** Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprison- ment. Fine $2 million if an individual, $10 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule III drugs	Any amount	**First Offense:** Not more than 10 years. If death or serious injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. **Second Offense:** Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.
All other Schedule IV drugs	Any amount	**First Offense:** Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense:** Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES—MARIJUANA—

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 moillion if an individual, $75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 moillion if an individual, $75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine $1 million if an individual, $5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than $250,000, $1 million if other than an individual	Not less than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $20 million if an individual and $75 million if other than an individual.

COMMONLY ABUSED DRUGS

NIH National Institute on Drug Abuse

		METHAMPHETAMINE	PCP	SYNTHETIC CANNABINOIDS	SYNTHETIC CATHINONES ("BATH SALTS")	TOBACCO	ALCOHOL
	DESCRIPTION	*An extremely addictive stimulant amphetamine drug.* *For more information, see the Methamphetamine Research Report.*	*A dissociative drug developed as an intravenous anesthetic that has been discontinued due to serious adverse effects. Dissociative drugs are hallucinogens that cause the user to feel detached from reality. PCP is an abbreviation of the scientific name, phencyclidine.* *For more information, see the Hallucinogens and Dissociative Drugs Research Report.*	*A wide variety of herbal mixtures containing man-made cannabinoid chemicals related to THC in marijuana but often much stronger and more dangerous. Sometimes misleadingly called "synthetic marijuana" and marketed as a "natural," "safe," legal alternative to marijuana.* *For more information, see the Synthetic Cannabinoids DrugFacts.*	*An emerging family of drugs containing one or more synthetic chemicals related to cathinone, a stimulant found naturally in the khat plant. Examples of such chemicals include mephedrone, methylone, and 3,4-methylenedioxypyrovalerone (MDPV).* *For more information, see the Synthetic Cathinones ("Bath Salts") DrugFacts.*	*Plant grown for its leaves, which are dried and fermented before use.* *For more information, see the Tobacco/Nicotine Research Report.*	*Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine and liquor. It is produced by the fermentation of yeast, sugars, and starches.*
	STREET NAMES	Crank, Chalk, Crystal, Fire, Glass, Go Fast, Ice, Meth, Speed	Angel Dust, Boat, Hog, Love Boat, Peace Pill	K2, Spice, Black Mamba, Bliss, Bombay Blue, Fake Weed, Fire, Genie, Moon Rocks, Skunk, Smacked, Yucatan, Zohai	Bloom, Cloud Nine, Cosmic Blast, Flakka, Ivory Wave, Lunar Wave, Scarface, Vanilla Sky, White Lightning	None	Booze, Juice, Sauce, Brew
	COMMERCIAL NAMES	Desoxyn®	No commercial uses	No commercial uses	No commercial uses for ingested "bath salts"	Multiple brand names	Various
	COMMON FORMS	White powder or pill; crystal meth looks like pieces of glass or shiny blue-white "rocks" of different sizes	White or colored powder, tablet, or capsule; clear liquid	Dried, shredded plant material that looks like potpourri and is sometimes sold as "incense"	White or brown crystalline powder sold in small plastic or foil packages labeled "not for human consumption" and sometimes sold as jewelry cleaner; tablet, capsule, liquid	Cigarettes, cigars, bidis, hookahs, smokeless tobacco (snuff, spit tobacco, chew)	Beer, wine, liquor/spirits/malt beverages
	COMMON WAYS TAKEN	Swallowed, snorted, smoked, injected	Injected, snorted, swallowed, smoked (powder added to mint, parsley, oregano, or marijuana)	Smoked, swallowed (brewed as tea).	Swallowed, snorted, injected.	Smoked, snorted, chewed, vaporized.	Ingested by drinking
	DEA SCHEDULE	II	I, II	I	I (Some formulations have been banned by the DEA)	Not Scheduled	Not scheduled; illegal for purchase or use by those under age 21
POSSIBLE HEALTH EFFECTS	**SHORT-TERM**	Increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, temperature; irregular heartbeat.	Delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, anxiety. Low doses: *slight increase in breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hands or feet; problems with movement.* High doses: *nausea; vomiting; flicking up and down of the eyes; drooling; loss of balance; dizziness; violence; seizures, coma, and death.*	Increased heart rate; vomiting; agitation; confusion; hallucinations, anxiety, paranoia; increased blood pressure.	Increased heart rate and blood pressure; euphoria; increased sociability and sex drive; paranoia, agitation, and hallucinations; violent behavior; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; panic attacks; reduced motor control; cloudy thinking.	Increased blood pressure, breathing, and heart rate.	Injuries and risky behavior, including drunk driving and inappropriate sexual behavior; impaired judgement, coordination, and reflexes; slurred speech, memory problems.
	LONG-TERM	Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching.	Memory loss, problems with speech and thinking, loss of appetite, anxiety.	Unknown	Death	Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia.	Irregular heartbeat, stroke, high blood pressure; cirrhosis and fibrosis of the liver; mouth, throat, liver, breast cancer.
	OTHER HEALTH-RELATED ISSUES	Pregnancy: *premature delivery; separation of the placenta from the uterus; low birth weight; lethargy; heart and brain problems.* Risk of HIV, hepatitis, and other infectious diseases from shared needles.	PCP has been linked to self-injury. Risk of HIV, hepatitis, and other infectious diseases from shared needles.	Use of synthetic cannabinoids has led to an increase in emergency room visits in certain areas.	Risk of HIV, hepatitis, and other infectious diseases from shared needles.	Pregnancy: *miscarriage, low birth weight, stillbirth, learning and behavior problems.*	Pregnancy-related: *fetal alcohol spectrum disorders (FASD)*
	IN COMBINATION WITH ALCOHOL	Masks the depressant effect of alcohol, increasing risk of alcohol overdose; may increase blood pressure.	Unknown	Unknown	Unknown	Unknown	N/A
	WITHDRAWAL SYMPTOMS	Depression, anxiety, tiredness.	Headaches, increased appetite, sleepiness, depression.	Headaches, anxiety, depression, irritability.	Depression, anxiety.	Irritability, attention and sleep problems, depression, increased appetite.	Trouble sleeping, shakiness, irritability, depression, anxiety, nausea, sweating.
TREATMENT OPTIONS	**MEDICATIONS**	There are no FDA-approved medications to treat methamphetamine addiction.	There are no FDA-approved medications to treat addiction to PCP or other dissociative drugs.	There are no FDA-approved medications to treat synthetic cannabinoid addiction.	There are no FDA-approved medications to treat addiction to synthetic cathinones.	Bupropion (Zyban®) Varenicline (Chantix®) Nicotine replacement (gum, patch, lozenge)	Naltrexone, acamprosate, disulfiram.
	BEHAVIORAL THERAPIES	• Cognitive-behavioral therapy (CBT) • Contingency management, or motivational incentives • The Matrix model • 12-Step facilitation therapy • Mobile medical application: reSET®	More research is needed to find out if behavioral therapies can be used to treat addiction to dissociative drugs.	More research is needed to find out if behavioral therapies can be used to treat synthetic cannabinoid addiction.	• Cognitive-behavioral therapy (CBT) • Contingency management, or motivational incentives • Motivational Enhancement Therapy (MET) • Behavioral treatments geared to teens	• Cognitive-behavioral therapy (CBT) • Self-help materials • Mail, phone, and Internet quit resources	• Cognitive-behavioral therapy (CBT) • 12-Step facilitation therapy • Mobile medical application: reSET®

Additional Resources:

- Substance Abuse and Mental Health Services Administration (SAMHSA) Treatment Locator: http://www.findtreatment.samhsa.gov; 1-800-662-HELP.
- The "Find a Physician" feature on the American Society of Addiction Medicine (ASAM) website: http://www.asam.org/for-the-public-treatment.
- The Patient Referral Program on the American Academy of Addiction Psychiatry website: http://www.aaap.org/patient-resources.
- The Child and Adolescent Psychiatrist Finder on the American Academy of Child & Adolescent Psychiatry Web site: http:// http://www.aacap.org/aacap/Families_and_Youth/Resources/CAP_Finder.aspx.
- The Surgeon General's Report on Alcohol, Drugs, and Health: https://addiction.surgeongeneral.gov/
- For clinical trials information, go to www.clinicaltrials.gov.

For More Information:

The NIDA website, www.drugabuse.gov, has information on a variety of drugs and related information.

Some publications, including these charts, are available in print, free of charge.

To order print copies, call the DRUGPubs Research Dissemination Center at 1-877-NIH-NIDA or go to drugpubs.drugabuse.gov.

This can also be accessed online at:
https://www.drugabuse.gov/sites/default/files/nida_commonlyuseddrugs_final_printready.pdf

19.Emergency Action Plan

19.1. Introduction

All employees and students should familiarize themselves with this plan and its requirements. In addition, all fire alarms are visual as well as auditory, and all fire exits are clearly indicated. For special events during which we have large numbers of attendees, we have hired fire marshals in attendance—their directions and instructions should be followed at all times. A first aid kit and defibrillator are available on the main level. Fire extinguishers are located throughout the building and the building is equipped with sprinklers.

19.2. Emergency Notifications

19.2.1. For instances where a significant emergency, potentially dangerous situation or immediate threat is confirmed, an Emergency Notification will be issued to all students and employees of GCNYC. (This Notification will be issued in lieu of a Timely Warning.) These include all incidents identified in the GCNYC Emergency Action Plan, but the Vice President & Provost and/or the Title IX Coordinator have the right to expand those definitions based on their own discretion. These include, but are not limited to terrorist attacks, active shooters, natural disasters, environmental phenomena, weather, or infectious disease.

19.2.2. The Emergency Notification upon confirmation of the report of danger, will be sent without delay. Confirmation can include and be based on information from civil authorities, public media, or direct report or witnessing of situations.

19.2.3. Emergency Notifications will be issued to students and staff via some combination of text message, email, web posting, in building announcements, and/or public placards. Every effort will be made to ensure that reach of the notification is comprehensive.

19.2.4. An Emergency Notification may be sent by the Vice President & Provost, the Title IX Coordinator or a designee who is directed in writing to assume that responsibility in their absence from campus at the required time of the Notification. The College has developed a library of potential messages to be used for Emergency Notifications.

19.2.5. The issuing of an Emergency Notification will be recorded as an incident in the campus' Daily Crime Log.

19.3. Testing

19.3.1. GCNYC facilitates testing of our Emergency Action Plans and Emergency Notification procedure at least once per year. These tests will include students, staff and faculty and may be announced or unannounced. During such tests/drills, building occupants will be re-familiarized with the College's emergency response and evacuation procedures. All tests conducted will be documented by the Title IX Coordinator or their designee and will include a description of the exercise, the date, time and whether it was announced or unannounced.

19.4. Building Evacuation

19.4.1. If the fire alarm is triggered, all individuals should exit the building.

19.4.2. The fire alarm will be used for any threat to safety that requires evacuation of the building. Even if students or staff do not smell smoke or see flames, they are required to exit the building.

19.4.3. Upon exiting the building, turn left and head toward Broome Street. The meeting point will be the northwest corner of Broome and Wooster Streets:

I. Do not remain in front of the building as Emergency Vehicles will be arriving.
II. Do not depart until you have checked in with both GCNYC Incident Commanders, who will ensure that everyone is present after the evacuation. If you wish permission to depart, please ensure that you have informed both Incident Commanders.

19.4.4. If a student has important information about the incident or anyone still in the building, the student should report it immediately to one of the GCNYC Incident Commanders, who will communicate the information directly to Emergency Responders.

19.4.5. Once the students and staff have departed the building, no one may not re-enter until an Incident Commander, who after receiving clearance from Emergency Responders, says it is safe to return.

19.5. Seeking Shelter

19.5.1. If a safety threatening event occurs for which safe shelter is required, when directed, all individuals should go to the ground floor of 64 Wooster Street and remain as far to the east end as possible (inside Classroom 3).

19.5.2. While it is recommended that students and staff stay, they may assume the risk of departing; HOWEVER, before doing so, they must receive acknowledgement from both Incident Commanders.

19.6. Medical Emergencies

19.6.1. If someone should become seriously ill or injured, call or ask someone to call 911. Immediately report this to a College official. That College official will become the Incident Commander and will be the primary contact with emergency personnel. Be sure to pass on any and all relevant information to them.

19.7. Criminal Violence

19.7.1. In the event of a threatening situation, seek immediate shelter until instructed otherwise by an Incident Commander or Emergency Personnel. If it is safer for students and staff to evacuate instead of taking shelter, go to the meeting point at the northwest corner of Broome and Wooster Streets.

19.7.2. If a student can safely do so, dial 911 after taking shelter or evacuating. Do NOT try to determine the situation—it is better to have a false alarm than someone get hurt.

19.8. Active Shooter Preparedness

19.8.1. In the event of an Active Shooter situation follow the Criminal Violence procedures above. If such a situation arises the campus will send out a text message reading, “Shelter in place” or “Evacuate the building.” College Personnel will keep you updated and/or provide further direction as they are able and as the situation warrants. At no time should students or staff accept directions from anyone other than a College Incident Commander, Campus Safety Officer or Law Enforcement Personnel.

19.9. Incident Commander Responsibilities and Actions

19.9.1. Incident Commanders will be the primary responsible parties for GCNYC in an emergency situation and are the primary contact for emergency personal. Incident Commanders will:

i. Ensure that everyone has vacated the building in an evacuation situation
ii. Ensure that individuals exit the building in a timely manner
iii. Ensure that all individuals are in the appropriate areas in a seek shelter situation
iv. Ensure that everyone is accounted for

19.9.2. Unless otherwise communicated, the Incident Commanders will be:

From 9am-6pm:
-Vice President & Provost
-Title IX Coordinator
-If the above are unavailable, a GCNYC staff Director may assume this role

After 6pm:
-Campus Security
-or a Faculty member present on campus

20. Intellectual Property Policy

20.1. Purpose

20.1.1. Glasgow Caledonian New York College ("GCNYC" or "College") encourages and supports scholarship and research, technical and creative efforts, and other academic and service activities and products of its faculty, staff, and students. As part of the mission of the College, employees and students produce new written materials, and many other expressions of research, creativity, and scholarly activity. These works often involve the rights and rewards of ownership, as well as responsibilities and a need for protection during development; these concerns affect the individuals involved as well as the College. GCNYC recognizes that ownership and benefit from intellectual property may be multifaceted and strives to ensure appropriate benefits to all contributors.

20.2. Applicability

20.2.1. This policy applies to all GCNYC faculty members (including adjunct faculty and visiting scholars), staff, and non-employees of the College engaged on a contracted basis, and students (collectively "Covered Parties").

This policy applies to all forms of intellectual property, comprising all forms of expression and technology whose ownership is subject to legal protection in the United States or internationally, including but not limited to copyrights, patents, trademarks, other designations of source and all associated goodwill, tangible research property, and rights in data and other proprietary information.

20.3. Ownership of Intellectual Property

a. Intellectual property created by Covered Parties is owned by the College if it is created within the scope of College employment.
b. Academic works, such as books and articles, lectures, visual materials, and other teaching materials, are owned by the Covered Parties authoring them rather than the College, even if the academic works otherwise were created within the scope of employment. Where this intellectual property is incorporated into educational resources designed for ongoing College use, the College shall have a perpetual, nonexclusive, royalty-free license to use such intellectual property.
c. If intellectual property is made by a student as part of student coursework at the College, the rights to that intellectual property are ordinarily owned by the student. The College will retain ownership when intellectual property arises from the student's work within the scope of College employment. The College may also retain ownership under the terms of an agreement with the student, such as an agreement regarding financial assistance, a research fellowship, or other student employment agreement.
d. The allocation of rights in intellectual property arising from research or creative work sponsored by government, industry, or other external organizations will typically be governed by the terms of a written agreement between the College and the sponsor. The College ordinarily will be required by the agreement or by law to grant the sponsor a license, maintain or disseminate data, or grant other rights relating to intellectual property arising from the

research or work and accordingly will take ownership of such intellectual property in order to meet its contractual obligations. Ownership and other provisions of this policy are subject to such agreements.

e. The College and an individual Covered Party may negotiate specific written agreements for special projects such as College publications, digital courseware, or distance-learning curricula. Such agreements may reallocate intellectual property rights or otherwise alter application of this policy.
f. Covered Parties who enter into consulting agreements or other private agreements with parties outside of the College must ensure that such agreements contain no requirement to assign or otherwise transfer rights in any intellectual property owned by the College under this policy. Arrangements with other research institutions that involve dual appointments, visiting scientist agreements, and other arrangements that may require exceptions to this policy require prior written approval by the Vice President and Associate Provost for Research.
g. The owner of intellectual property that is subject to this policy, or licensee as may be applicable under section III.b above, shall bear all their expenses related to commercialization and/or protection, (e.g., licensing, selling, securing copyright or patent protection) of the intellectual property.

20.4. Publication

20.4.1. Nothing in this policy shall limit or restrict the right of Covered Parties to publish their intellectual property (e.g. papers, results of their research, etc.).

20.5. Income from Intellectual Property

20.5.1. Income (e.g., royalties, equity, sales) related to intellectual property shall be the property of the owner of the intellectual property, as ownership is defined by this policy.

Academic Degree Programs

Program Specification Documents outline in detail the description, content, learning outcomes and assessment methodologies for each program on offer. Brief descriptions of all GCNYC programs on offer in 2020/2021 are outlined below:

MS in Sustainable Fashion
Description:
GCNYC's M.S. in Sustainable Fashion prepares students for leadership in transforming the business and creative strategies of the fashion industry to support sustainability, social equity, and ethical practice. Building a new sustainably-focused fashion business, or shifting an existing business not currently managing sustainability considerations, requires a specific set of skills, considering all needs of the business from supply chain to marketing messaging. As the world changes and demands a new paradigm for operating a business – eschewing the former singular goal of profit for shareholders and replacing that with the need to serve a wide range of stakeholders – a new knowledge base, a greater flexibility and an entirely different skill set is required to succeed. Success under such a paradigm is not just *doing better than before* but actively doing *good.*
Courses:
• Navigating Global Change: Business Practices for the Common Good • Values Based Leadership Skills for an Interconnected World • Business Strategy as an Instrument for Economic, Social and Environmental Sustainability • Purpose-Driven Marketing and Communications • Fashion as Culture / Culture as Fashion • Sustainable Fashion Strategy • Research Methods • Thesis

MS in Risk, Resilience and Integrity Management
Description:
Radical transparency is becoming the norm for every aspect of business operations – and consumers, employees, investors and governments are increasingly demanding more ethical and sustainable practices. And rightly so. Blockchain, integrated reporting, carbon-disclosure projects and the real-time pressures of social media mean that more companies are willingly opening themselves to public scrutiny—exposing themselves to new risks. Nimble managers in this environment need to anticipate these risks and respond effectively to everything from a supplier's inhumane labor practices to the increased environmental impact of a boost in production. As a student in GCNYC's search-based Master's in Risk Management, you'll gain the knowledge and practical skill set to navigate the complexities and challenges of the dynamic and growing field of risk management.
Courses:
• Business Strategy as an Instrument for Economic, Social and Environmental Sustainability • Navigating Global Change: Business Practices for the Common Good • Values Based Leadership Skills for an Interconnected World • Global Ethics, Compliance and Governance: The Foundation of the High Integrity Organization • Enterprise and Strategic Risk Management: Cases, Tools and Techniques • Building 21st Century Resilience: The Role of Business Continuity, Crisis Management and Cyber-Risk Governance • Research Methods • Thesis

MS in Business for Social Impact and Sustainability

Description:

Using business as an instrument for global change demands cross-sectoral collaboration by individuals committed to the idea that profitability and sustainability can go hand in hand. Entrepreneurs have always been attracted to the opportunities that, to other people, might look like problems. New 'social' businesses are being launched with the aim of tackling the big challenges of today, whether social or environmental, while earning a healthy profit. Knowledge of the most critical academic research in the field combined with a global network of like-minded and highly motivated individuals provides a radical career boost in this diverse and challenging area.

Originally designed by GCU's Glasgow School for Business and Society and their internationally recognized Yunus Center for Social Business and Health, the program was developed for individuals who are driven by the idea that entrepreneurship and financial tools can be used to further the common good.

As a student in GCNYC's research-based MS in Impact-Focused Business and Investing, you'll gain the knowledge and practical skill set to navigate the complexities and challenges of the dynamic and growing field of risk management. Students in this program will learn how to apply concepts for social business to corporations of all shapes and sizes – and learn what is required to launch a successful enterprise.

Courses:

- Business Strategy as an Instrument for Economic, Social and Environmental Sustainability
- Navigating Global Change: Business Practices for the Common Good
- Values Based Leadership Skills for an Interconnected World
- Money as a Force for Social Good
- Global Political Economy
- Impact Through Social Entrepreneurship
- Research Methods
- Thesis

Course Descriptions

Code	*Title*	*Credits*	*Pre-Requisites*
CPD001	**Brand Marketing: Power and Responsibility**	0	None
Marketing is strongly influenced by cultural movements. The current, dominating conversation across every channel of culture is sustainability and marketers are constantly "exploiting" this phenomenon, engaging in green washing and "woke washing" through campaigns and activations. Given that, the marketplace is in need of a new framework that evaluates the authenticity of a marketing initiative. This course aims to teach how to sustainably market a brand (vs. marketing sustainable brands) using a framework specifically developed to test the level of sustainability of any given marketing initiative. In the course, participants will analyze and discuss the integrity of current and past communication campaigns, and be challenged to think and ask questions to ensure marketing is not only profit oriented but also ethical.			
MMNY24896	**Building 21st Century Resilience: The Role of Business Continuity, Crisis Management and Cyber-Risk Governance** *(Formally known as Business Continuity and Crisis Management)*	4	None
Are you and your business ready to adapt to rapid environmental, economic, social, technological and political challenges, safeguard people and assets, all the while maintaining profitable and impactful enterprise? What does it mean to have a complete risk assessment and planning that would assure continuity of your business and its mission? Business resilience is a measure of your readiness for unexpected, any adversity that can test your enterprise to its limits. Against the backdrop of COVID-19 epidemic, the survival of businesses now more than ever depends on unity and empathy within the organization as well as a strong proactive and positive reaction to global issues of social justice and inclusion. In this course, students will construct a complete business resilience mapping, based on real-life case discussions and up-to-date examples of dealing with management of extreme risks with a particular emphasis on examples of companies successfully tackling current environmental and social issues.			
MMNY24882	**Business Strategy as an Instrument for Economic, Social and Environmental Sustainability** *(Formally known as Global Strategy – Challenges and Choices)*	4	None
This course aims to provide students with academic knowledge and analytical tools with which to discuss and practice strategic management in a world characterized by rapid change and increasing concerns for economic, social and environmental sustainability. The course seeks to address the who, what, why, where and how of strategic decisions, with an emphasis on generating sustainable growth across national boundaries. Students will develop the knowledge and skills required to undertake the necessary research and analysis to advise a firm on the issues organizations face, and the choices they must make, to develop strategies for sustainable growth.			
MMNY24885	**Consumer Led Fashion Marketing**	4	None
This course is designed to provide an in-depth and critical understanding of consumer-led marketing practices. Students are introduced to the concept of customer insight and its role in marketing decision making. A range of models of consumer behavior, including consumer value, are examined in the context of strategic decision making and relationship building. The course evaluates the social, economic and psychological roots of the discipline and relates these to contemporary consumers and consumption, while also addressing the issues of technology, sustainability and consumption from a global perspective.			
MMNY24887	**Digital Fashion Branding and Delivery**	4	None
The course explores the role of technology and the creative process in the development of brands. Focusing on the emergence and growth of virtual realities and e-communications, students will examine how the creation and delivery of a new brand concept through creative technologies represents a transformational shift in the entrepreneurship, commerce and professional practice of the contemporary marketer. Over the course of the trimester, students will engage with a number of theoretical concepts as well as current technologies that will challenge and enhance their critical and creative competencies as well as professional skill sets.			

Code	*Title*	*Credits*	*Pre-Requisites*
MMNY24894	**Enterprise and Strategic Risk Management: Cases, Tools and Techniques** *(Formally known as Enterprise Risk and Modelling)*	4	None
The course introduces students to key theoretical concepts, processes, and practices within which risk management is currently understood as well as providing an understanding of the core concepts and tools used to establish and perform effective enterprise and strategic risk management in a business. The course uses a hands-on approach, case studies and practical exercises, to introduce the students to qualitative and quantitative risk assessments and the history and foundations of enterprise and strategic risk management across industries, with specific consideration given to the importance and impact of governance, corporate culture, historical corporate failures, current events and emerging global risks.			

MMNY24893	**Global Ethics, Compliance and Governance: The Foundation of the High Integrity Organization** (*Formally known as (Ethics and Corporate Governance)*	4	None
What is the relationship between our morals, our circumstances and our actions? What is the basis of our ethical reasoning and making difficult choices? Are there different standards in individual and organizational decision making? These questions were in the forefront of a human philosophical investigation since the ancient times and are as relevant today as they were in the past. This course will utilize real life business case studies to investigate relationships between global ethics, corporate governance and compliance regimes. The course will provide students with a foundational understanding of the key concepts and elements that make for a solid and effective governance framework including structure, practices and treatment of internal and external stakeholders. The course will also incorporate a theoretical and practical understanding of compliance programs and the key elements that go into the creation of an "effective" corporate integrity program based on global standards developed over the past three decades, including analysis of codes of conduct, training and communications programs. US, European and global influences will be addressed in the review of all such key ethics, compliance and governance practices.			
MMNY24891	**Global Political Economy**	4	None
This course on global political economy is designed to provide students with the analytical tool to understand the contemporary world economy within a historical context and analyze different trends, issues and dynamics of social, cultural, religious, political and economic environment that shapes our day to day life in particular and international business in particular. The course takes an interdisciplinary approach to understand and address theoretical issues to replicate economic realities of our world today. Furthermore, the course will cover a comprehensive and critical understanding of the global political economy and its structures, agencies and processes.			
MMNY24900	**Impact Through Social Entrepreneurship** *(Formally known as Global Social Entrepreneurship)*	4	None
This course introduces the student to the concept of social entrepreneurship (and related concepts of business and social innovation). Students are taught to critically assess social entrepreneurship within a variety of social, economic, and political contexts. Through this course, students utilize a human-centered design perspective and hands-on approach to develop their own social enterprises (nonprofit, for-profit, or hybrid models). This prepares students to critically explore an issue of their choice and develop a social enterprise with a clear business model, balancing financial return and social and/or environmental impact.			
MMNY24890	**Money as a Force for Social Good** *(Formally known as Social Business and Microfinance)*	4	None
The course aims to equip students with an understanding of how global and local political, social, and economic factors shape money and how to make investment decisions for social enterprises. Through this course, students will explore the foundations of money and capital, the evolution of financial tools and structures that hinder or enable social impact, and where the field will continue to develop. Students will learn about microfinance, venture philanthropy, social entrepreneurship, access to capital, market-based approaches to social change, and impact investing through case studies to analyze how money is being utilized as a force for good. Students will understand investment from the investor and investee lens, providing critical thinking and analysis skills.			
MMNY24883	**Navigating Global Change: Business Practices for the Common Good** *(Formally known as Contemporary Issues for Business and Society)*	4	None
This course reflects the fact that organizations do not operate in a vacuum: they are both shaped by and themselves also shape the geo-political, economic, social and technological environments in which they operate. Understanding the interaction between organizations and their wider contexts is essential to effective management and responsible leadership. This course is designed to equip students with the information and analytical skills required to critically reflect upon some of the most significant issues which pose challenges to business managers and organizational leaders in the modern world.			

MMNY24888	**Research Methods**	4	None

This course aims to develop foundational skills in social science research needed for basic and applied research at the Master's level. Students will be introduced to problem definition, research design, methods of data collection and analysis, ethical issues in research, report writing, and presentation. Students should be able to critically evaluate new concepts, ideas, and evidence from a range of sources and transfer their skills into practice. Emphasis is placed on logic and argumentation, evaluation and synthesis of information, and written communication skills.

MMNY24886	**Strategic Decisions in the International Fashion Marketplace**	4	None

This course considers the challenges facing fashion organizations in the contemporary marketplace and explores the creation and consideration of solutions that arise from such. Adopting a marketing planning perspective, this course will equip students with the necessary tools, skills and insights to generate a comprehensive, cohesive and congruent fashion marketing plan.

MMNY24886	**Sustainable Fashion Strategy**	4	None

Building a new sustainably-focused fashion business, or shifting an existing business not currently managing sustainability considerations, requires a specific set of skills, considering all needs of the business from supply chain to marketing messaging. As the world changes and demands a new paradigm for operating a business – eschewing the former singular goal of profit for shareholders and replacing that with the need to serve a wide range of stakeholders – a new knowledge base, a greater flexibility and an entirely different skill set is required to succeed. Success under such a paradigm is not just doing better than before but actively doing good. This course covers the range of considerations specific to operating with a common good lens but general to every fashion business, focusing on product creation including designing for reduced impact, material sourcing for sustainability and ethics, supply chain considerations, tools and metrics by which to manage sustainability/ethics/impact in your business, brand voice and impact messaging, circular economy considerations, risk management, positive impact opportunities, best business structures for positive impact, and shifting stakeholder perspectives. Through readings, lectures, class discussion, guest speakers, and development of a sustainability focused business outline students will develop the toolset needed to function at any level of a business – from independent contributor to CEO – to support positive impact.

CPD004	**Sustainable Textiles**	0	None

The course is an overview of the textile industry's processing system from fiber, yarn, fabric, dyeing, finishing and its complexity affecting its relationship to fashion and sustainability.
Learn about the environmental and social impact caused by the use of chemicals and scarce resources utilized by the industry, and the drive towards implementing sustainable alternatives. This course will cover the development of best practices in the production processes and textile innovations as possible solutions to these problems. We will look into sustainable initiatives in recycling, upcycling, and consumer care of products. We will also discuss sustainability certification programs, proper use of industry terminology, and ethical considerations such as fair trade and worker assessment.

MMNY24889	**Thesis**	8	Research Methods

The Thesis course follows the course, Research Methods. The aim of this course is to conduct business research/consultancy and report on the findings. Drawing on the proposal developed in Research Methods, the course focuses on the business research project, which involves an investigation of a substantial business issue or problem. Students are required to demonstrate critical awareness of business practice, relevant theories and research techniques and approaches. The project element of the course in particular offers students the opportunity to apply course concept, theories and techniques, draw on internationally published literature and good practice, and develop and interpret knowledge about management practice in their area of study.

MMNY24884	**Values-Based Leadership Skills for an Interconnected World** *(Formally known as Personal and Professional Development)*	4	None

Being an exceptional leader in today's complex and fast-moving business environment demands specific skills and the ability to successfully predict and adapt to changing realities. Through their words, actions and behaviors values-based leaders seek to inspire, influence and motivate others in their organization to lead with shared values and implement them consistently to the benefit of their business, people and the planet. In Values-Based Leadership Skills for an Interconnected World, students will accelerate their leadership by reflecting on their own assets and developmental needs, learn how others perceive them and leverage this new self-awareness to create their own leadership development action plan. Because performance in a leadership role requires more than just knowledge and skills, we will use group experiential activities to help students gain an understanding of the factors that drive effective values-based leadership across the spectrum of contexts affecting their ability to achieve great results. Additionally, at the completion of this course, students will also have developed specific leadership competencies, such as, leveraging their emotional intelligence to effectively develop and manage relationships, communicate effectively and motivate and coach others.

GCNYC Administration

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